How to apply for a Smoke / CO Detector Inspection

1. If you have not registered for an account, please view this document and follow the instructions.

2. Once you have signed in, you will be brought to the Dashboard under Home

3. Please click the Fire menu and choose Create an Application
4. You must read and accept the terms (by checking the box) before you may Continue Application

5. Expand the list of available record types by clicking the triangle next to Fire, select the 26F option, and then click Continue Application
6. On Step 1, please enter the **Street No** and **Street Name** – NOTE: for best results, only enter the name of the street – not the type – IE ‘Washington’ instead of ‘Washington Street’ – click the **Search** button

7. Please scroll down and enter the Applicant information. If you choose **Select from Account**, the system will give you the option to automatically use your login information or the property owner – click **Continue**

![Select Contact from Account]

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.
8. Click **Continue Application**

**Applicant**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

- Contact added successfully.
  - Home phone:
  - Mobile Phone:
  - Work Phone:
  - Fax:
  - Edit: Remove

**Contact Addresses**

Add Additional Contact Address

To edit a contact address, click the address link.

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<th>Address Type</th>
<th>Recipient</th>
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<tbody>
<tr>
<td>No records found.</td>
<td></td>
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**Continue Application**

9. Enter all requested information – then click **Continue Application**

**26F - Smoke and Carbon Monoxide**

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**Step 2: Permit Information**

**ASI**

**SMOKE DETECTORS AND CO ALARMS**

Number of Dwelling Units to be Inspected: 1

Is this system a low-voltage fire alarm?:

- Yes
- No

Requested Date - 1st Choice:

- At least 14 days from now

Requested Date - 2nd Choice:

- At least 14 days from now

Requested Date - 3rd Choice:

- At least 14 days from now

**Help**

When making an appointment, you must be aware of whether the residence is protected by a low-voltage fire alarm system. This would be a system that can be controlled through a panel. If the residence is protected by a low voltage system, then a technician capable of testing and operating the fire alarm system shall be present. If a technician is not there, this shall constitute a failure and an additional inspection will be assessed equal to the original inspection fee. A new appointment will need to be made, which will take no less than two weeks to reschedule. If you need to pause your application, please click **Save and resume later** – your application will be available on your dashboard to continue at another time.

**NOTE:** You **must** know if the residence is connected to a central station alarm company such as ADT. If so, a technician from the alarm company **must** be present. Failure to have the alarm company there will result in immediate failure of the test. If you need to pause your application, please click **Save and resume later** – your application will be available on your dashboard to continue at another time.
10. Review the application for accuracy then click **Continue Application**.

11. The system will calculate the fees. Click **Continue Application**.
12. Choose your payment type and click **Submit Payment >>**

**Payment Options**

Amount to be charged: $50.00
- Pay with Credit Card
- Pay with Bank Account

[Submit Payment]

13. On our payment provider’s site, enter the appropriate information and complete the transaction.

**NOTE:** we currently accept Visa, MasterCard and Discover for online payments.

Your inspection will be typically be scheduled with 1 business day. To see the date scheduled, click on the Record Number (FIR number) in your Records list and choose Inspections from the Record Info menu:

**Inspections**

**Upcoming (1)**
07/23/2019 at 09:30 AM Scheduled 26F (25392221)
Inspector: ts5

**Completed**
There are no completed inspections on this record.