

Queen Anne's County Department of Emergency Services



Office of the Fire Marshal

100 Communications Drive
Centerville, Maryland 21617
Division Chief: George J. Eber, CFPS CFEI
Phone (410) 758-4500 ext 1144 Fax (410) 758-2086

Inspection Information

The following information is provided in order to make your inspection process go as smoothly as possible. All information should be transmitted to appropriate subcontractors. While it is not possible to list all reasons why an inspection may fail, adherence to this information will help to avoid many of the common reasons for delays in getting your inspection completed in a timely manner. Ultimately, the building, project or installation must be in accordance with all applicable codes and standards and approved plans.

Inspection Request: The Fire Marshal's Office should be called for inspection request at (410) 758-4500 ext 1144, at least 3 working days in advance. It is strongly suggested that be called for as far in advance as possible provided you can commit to that date. Inspection request should be made by the permit holder.

Approved Plans must be on site: Approved plans **must** be kept on site at all times for use by inspectors. Approved plans will have a red stamp and signature from the Queen Anne's County Office of the Fire Marshal. Copies of plans are not acceptable. Shop drawings and other plans without stamps and signatures are not acceptable. Failure to have these plans will result in cancellation of your inspection and/or fees assessed. Have these ready to save your time and the inspectors time.

Comment Letters: Comment letters from the fire plans reviewer are part of your approved plans and **must** be kept on site at all times for use by the inspectors. **Make sure you read them thoroughly.** Important information is often on these that may not be on the plans.

Deviation from approved plans-revised plans needed. It is required that construction matches approved plans. If changes are made to construction or systems, plans must be revised through the Office of the Fire Marshal plans reviewer. Revised approved plans and signature must be on site for inspections. Failure to have revised approved plans on site will delay your inspection process. Deviation, without revised approved plans require approval of the Fire Marshal.

Fire Reviews required (related to the Fire Marshal Inspection):

- Building
- Sprinkler
- Fire Alarm System
- Kitchen hood and duct
- Kitchen Fire suppression system
- Underground fire service main
- Above ground flammable/combustible liquid tanks (60 gal. Or greater capacity)

- LP Tank installations

Separate reviews are required for all of the above. No other reviews are issued automatically with the building permit even if plans for those items are included with the building permit set of plans. A separate application for permit and review period is required.

Work without permits: Make sure an approved permit is on site prior to starting any work. **No work is permitted without approved stamped plans from the Queen Anne's County Office of the Fire Marshal.** This includes pulling wire for the alarm systems.

No occupancy until final inspections is complete. Occupancy in whole or in part not allowed until final inspections are completed. If it is desired to stock prior to occupancy, a stocking permit is required. Application for this is made through the Fire Marshal and also approved by the building inspector.