GOVERNMENT OF THE DISTRICT OF COLUMBIA
FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT
WASHINGTON, D.C. 20001

MEMORANDUM

TO: ALL Health Care Providers for CRF/MRs (Chapter 35)
ALL Community Residence Facilities-CRF (Chapter 34)
ALL Assistive Living Residences (ALR)

FROM: William Harrison WH
Fire Inspector/Life Safety Code Surveyor

Date: September 2, 2010

SUBJECT: Licensure Inspection Request Procedures

Effective immediately, all providers in need of licensure inspections for their CRF/MR, CRF, and ALR facilities are required to submit a completed "D.C. Fire Prevention Service Request" form to 441 4th Street N.W., Suite 370, between the hours of 8:15a.m.to 4:45p.m Monday thru Friday. A check or money order in the amount of $150.00, made payable to the DC Treasurer, must accompany your service request form to cover the inspection fee. The inspection fee of $150.00 covers the initial inspection and one additional re-inspection. In the event that your facility is due for a licensure inspection and your request has not been submitted, the inspection will still occur. However, the "Notice of Approval" will not be provided until all required fees are paid. Included with this memorandum is a copy of the D.C. Fire Prevention Request form for your use (feel free to make additional copies).

If you have any questions regarding this memorandum, please feel free to contact me at (202) 727-1973 or via email (william.harrison@dc.gov).

Sincerely,

William Harrison
Fire Inspector/ Life Safety Code Surveyor
District of Columbia Fire & EMS Department
Office of the Fire Marshall
441 4th Street N.W., Suite 370
Washington, D.C. 20001