

**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 4<sup>th</sup> 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](mailto: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 4<sup>th</sup> Street N.W., Suite 370  
Washington, D.C. 20001