

USFA Hotel-Motel National Master List Local Verification Form

Dear Applicant,

The Florida Division of State Fire Marshal, Bureau of Fire Prevention has received your application to be added to the FEMA Hotel and Motel Master List. A "Certificate of Occupancy" must be obtained prior to being eligible for addition to this list. In order to complete your request, you may choose one of the following options:

OPTION #1: Once received by the State Fire Marshal, Bureau of Fire Prevention, your application will be placed in a "Pending Status". Each new application will be forwarded to the appropriate State Fire Marshal Regional Office. The supervisor will review the application and contact the local authority having jurisdiction in your area to ascertain if the location is compliant with the specific criteria required for the program. The regional office will request a reply in writing indicating the status of the property. A total of ten (10) working days is allotted for this reply. If there is no response, an additional ten (10) working days is allotted to the State Fire Marshal Regional Office to ascertain the compliance of the property. Once this information is received, it will be provided to the Bureau of Fire Prevention Headquarters in Tallahassee. The Bureau will then enter the appropriate data into the USFA: Hotel/Motel Fire-Safe Database and the approval number will be assigned as requested by the applicant.

OPTION #2: You may be able to expedite this process by contacting your local Fire Official (local authority having jurisdiction in your county or city) directly and ask them to complete the bottom of this form and fax this page to Bureau of Fire Prevention Headquarters in Tallahassee at 850-922-1235. This will certify if your location is compliant with the specific criteria required for this program.

This section to be completed by the inspecting Fire Official.

Location Name: _____

Location Address: _____

(Circle one)

Y / N Smoke alarms are installed in each sleeping room as required by the current adopted edition of NFPA 72.

***Note: Smoke alarms that are solely battery-operated do not qualify.**

Number (#) of Floors: _____

Select one of the following:

If sprinkler installed on or after October 25, 1992 – This property has an automatic sprinkler system installed in accordance with NFPA standard 13 or 13R, whichever is appropriate, in accordance with the requirements of the Act.

If sprinkler installed before October 25, 1992 – This property has an automatic sprinkler system installed in compliance with an applicable standard (adopted by the governmental authority having jurisdiction, and in effect, at the time of installation), provided such standard required the placement of a sprinkler head in the sleeping area of each guestroom.

This property does not exceed three stories in height and is therefore exempted from the Act's automatic fire sprinkler requirements.

Fire Official and Jurisdiction: _____ (Please print)

Signature: _____

Phone Number: _____ Date: _____