



Philadelphia Fire Department Evacuation Plan Request Form

Property Information Provide the address for which a new Fire Evacuation Plan is being requested or revised.	1	Address: _____ Building Name: _____
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Building Owner/ Manager Information Provide the contact information for the building owner/managers.	2	Name: _____ Address: _____ Email: _____ Phone: _____
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Inspector Information Provide the name of the inspector and contact information.	3	Inspector Name: _____ Email: _____ L&I District: _____ Phone: _____ Date of Inspection: _____
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New Fire Evacuation Plan Check box below for new evacuation plan. <input type="checkbox"/>	4	<div style="border: 1px solid black; padding: 10px; margin-bottom: 5px;">Comment Section</div> <div style="border: 1px solid black; height: 150px; margin-top: 5px;"></div>
Update Existing Fire Evacuation Plan Check box below for updating existing evacuation plan. <input type="checkbox"/>		
Comment Section Please give more details in the comment section for the fire evacuation plan review or any "areas of concern."		

PFD Fire Code Inspector Will be assigned upon receipt of the completed request form.	5	Inspector Name: _____ Email: _____ Phone: _____
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Please complete your form and email or fax it to the contact listed below.

Contact:
Fire Code Unit
240 Spring Garden Street, Philadelphia, PA 19123
P: (215) 686-1356 Fax: (215) 686-1167
E-Mail: pfd.fcu@phila.gov

