

HOW TO REQUEST AN INSPECTION ONLINE

- Step 1** Obtain **plan approval** from Fire Development Services (FDS) offices.
- Step 2** Enter <http://inspect.lafd.org> into your browser address bar to access the Fire Inspection Management System (FIMS).
- Step 3** Enter the 9-character alphanumeric **Transaction ID** located on the top left of the Fire Development Services (FDS) Application into the "*Transaction ID*" Field. Enter the **street name** displayed below the Transaction ID into the "*Street Name*" Field. Enter the street name only. For streets with two names, you need to enter only one of the names (for example: Topanga Canyon, enter either Topanga or canyon). Click the **Find** button.
- Step 4** From the Transaction screen, click **Request Inspection For This Transaction.**
- Step 5** **Select** all applicable **inspection(s)** you are requesting for this transaction at this time. Enter the area in square feet, number of floors, and number of devices (for fire alarm only) for **this inspection request only**. For **fire alarm only**, indicate if you have completed your pre-test sheet, you will not be able to continue if you have not. Enter information for the individual that LAFD will contact to schedule the inspection with. Click the **Next** button.
- Step 6** **You are on "Pick a Preferred date for Inspection" screen.** Select your preferred date from the calendar. **Select** the hours from "*Estimated Duration of Inspection*" dropdown. If you want to create **Off Hours** inspection request, check "*Is this Off-Hour Inspection?*" check box and enter your preferred time in "*Preferred Time of Inspection*" box. Click on "*Submit & Proceed To Pay*" button. If inspection request is Off – Hours, then agree on the terms and conditions by checking the "*I Understand and Agree*" check box and click on "*OK*" button to go to **"Request Pay/Confirmation" screen.**

At this point, you have completed the Inspection Request. You will receive an email confirming your request. Your inspection request won't be scheduled until your payment is completed.

Also, note that you will not be charged for the first 2 hours of your very first regular inspection request. All the subsequent inspection requests will be charged.

How to make the payment:

Step 7 You are on "*Request Pay / Confirmation*" screen. If you want to **Pay** for the inspection request you created, then click on "*PAY*" button and you will be directed to converge payment site to enter your credit card details. After the payment is successfully completed, you will be directed back to FIMS to see your **payment details**.

Step 8 To pay for your inspection requests after your login by entering your "*Transaction ID*" field and "*Street Name*" field, check the check box for that inspection request and click on "*Pay Selected*" button. You will be directed to "*Request Pay / Confirmation*" screen and you can follow **Step 7** to make the payment.

At this point, you have completed your payment. You will receive an email confirming your payment. An FDS Inspector will contact you to schedule your inspection.

Thank you for using FIMS.

FAQs are as stated below. If you need further assistance, please email us at lafddss@lacity.org.

FREQUENTLY ASKED QUESTIONS

Online Request For Inspection (Fire Inspection Management System "FIMS")

Q: What is FIMS?

A: The Los Angeles Fire Department's online inspection request system.

Q: When can I start using FIMS?

A: As of **Monday, April, 27, 2015**, customers that have obtained Fire Plan Check Approvals/Permits can use the **Transaction ID** number and project **street name** on their application to schedule inspections by going to <http://inspect.lafd.org>. Instructions on how to request an inspection are outlined on the opposite side of this sheet.

Q: Can an inspection be scheduled if the plans are submitted and pending approval?

A: No, inspections may not be scheduled until the transaction status for the project indicates Plan Check Approved or the Fire Permit has been issued.

Q: Can I use the Building and Safety PCIS # to request a Fire Department inspection?

A: No, you need the Fire Department Transaction ID number shown on the FD application.

Q: Can you give an example of a Transaction ID number?

A: "C15-00001" is affiliated with architectural and fire alarm plan checks. C stands for Construction, 15 for the year 2015, and the 5 digit number is the order of transaction. The format for fire permits and checks by the Hydrants and Access Unit are as follows:

Fire Permits	:	F15-00001
Hydrant and Access	:	H15-00001

Q: What if my application and plan check was done before FIMS and I don't have a transaction number?

A: You can email lafddss@lacity.org or call 213-482-6903 for an inspection request as in the past or stop by the fire department counter with your processed application and approved plans and a new application with a transaction number can be created.

Q: Can an inspection requested through FIMS be cancelled or rescheduled?

A: Yes. If a FDS Inspector has not called and scheduled an actual inspection date with you, you can log into FIMS using your transaction ID number, **cancel** the previous request, and request a new inspection.

If an FDS Inspector has called and scheduled a date for the inspection, you have until 3:00pm, one business day prior to the scheduled inspection to cancel or reschedule. An inspection service fee will incur if done after.

**THE STATUS OF THE PROJECT CAN BE CHECKED AT ANY TIME THROUGH FIMS
WITH THE TRANSACTION ID AND PROJECT ADDRESS.**