



Department of Homeland Security

Cabinet Secretary Mark A. Sorsaia
State Fire Marshal Kenneth E. Tyree, Jr.

Phone: (304) 558-2191

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OFFICE OF THE STATE FIRE MARSHAL – 4th Floor North

1700 MacCorkle Ave SE
Charleston, WV 25314
www.firemarshal.wv.gov

REQUEST FOR PLAN REVIEW CONSULTATION

****MEETINGS CONDUCTED WILL BE FOR THE PURPOSE OF ANSWERING QUESTIONS CONCERNING THE REFERENCED PROJECT AND ARE NOT TO BE CONSIDERED AN OFFICAL REVIEW OR APPROVAL****

MEETINGS ARE HELD ON THURSDAYS ONLY, WITH 45-MINUTES ALLOTTED FOR THE MEETING.

FOR MULTIPLE PROJECTS SEPARATE FORMS ARE TO BE COMPLETED AND REQUESTED INFORMATION PROVIDED.

PROVIDE A COPY OF PLANS FOR THE PROJECT AND REASON FOR REQUESTING CONSULTATION REVIEW (QUESTIONS/CONCERNS)

ALL REQUESTED INFORMATION MUST BE PROVIDED AND EMAILED TO JENNIFER.R.PRICE@WV.GOV AND KELLIE.M.MCGETTIGAN@WV.GOV FOR PREREVIEW BEFORE THE MEETING WILL BE SCHEDULED.

THE REQUESTER WILL BE CONTACTED IF ADDITIONAL INFORMATION OR DOCUMENATION IS NEEDED.

THE REQUESTER WILL BE CONTACTED BY PHONE TO SCHEDULE A DAY AND TIME ONCE INFORMATION HAS BEEN RECEIVED / REVIEWED.

Type of Meeting: Office Meeting: _____ Virtual: _____

Requesters Name: _____ Consulting Firm: _____

Requesters Phone Number: _____ Consulting Firm City and State: _____

Requester Email: _____



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Project Summary / DETAILS:

Project Questions:

Names of Whom Will Be Attending and Roles for the Project:

Emails Addresses for Virtual Meeting Attendees:

Project Name: _____

Project Address/GPS and County: _____

Requesters Signature : _____ **Date:** _____



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****Office Use Only****

Notes: _____

Date Received:

Date Scheduled:

Scheduled by:

DATE /TIME of Meeting: