Department of Homeland Security
Douglas P. Buffington, II, Acting Cabinet Secretary
Kenneth E. Tyree, Jr., CFPS, State Fire Marshal
Phone: (304) 558-2191 Fax: (304) 558-2537
OFFICE OF THE STATE FIRE MARSHAL
1700 MacCorkle Ave SE - 4th Floor North
Charleston, WV 25314
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 SFMPLANREVIEW@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 EMAIL TO SCHEDULE A DAY AND TIME ONCE INFORMATION HAS BEEN RECEIVED AND REVIEWED.

FOR VITURAL MEETINGS THE REQUESTER WILL BE RESPONSIBLE FOR SENDING ALL MEETING INVITES TO ATTENDEES.

Name: _____ Phone Number: _____

Email: _____

Select Type of Meeting: Office Meeting ☐ or Virtual ☐

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Project Name: _____

Project Address/GPS and
County:_____

Project Summary / DETAILS:

_____
_____
_____
_____
_____

Project Questions:

_____
_____
_____
_____
_____

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

_____
_____
_____

Requesters Signature :_____ Date:_____