



INDIANAPOLIS FIRE DEPARTMENT

Fire & Life Safety Division
Chief Fred Pervine, Fire Marshal



PAYMENT INSTRUCTIONS

After completing the Self-Inspection Form:

- **Self- Inspection Fee: \$25**
- Mail fully completed **Self Inspection Form** and check made payable to:
 - **City of Indianapolis**
Office of Finance and Management
200 E Washington St, Room 2260
Indianapolis, Indiana 46204
- Credit Card/Debit Card payments are accepted by phone at (317) 327-4181. (Additional fees will apply)
 - The fully completed **Self Inspection Form** must be received within 7 days of paying by phone to avoid the possibility of additional fees.



Note: A \$20 charge will be assessed for all returned checks

If you checked box #1 on the Self-Inspection Form and elected not to participate in the Self-Inspection Program:

- You must fully complete box #1 and #12 on the Self Inspection Form and return the Self-Inspection Form postmarked **no later than April 5, 2013** ("Deadline") to:
 - **Indianapolis Fire Department**
300 Fall Creek Pkwy, N. Dr., Suite 500, Indianapolis, IN 46205
- **DO NOT SEND A PAYMENT AT THIS TIME.** You will be billed an inspection fee at the time of your fire safety inspection, which will be based upon the square footage of your structure.
(See IFD Inspection Fee Chart below)

If you fail to respond by the Deadline listed above:

- You will be ineligible to participate in the **Self-Inspection Program** for this current inspection year.
- Your property/structure will be inspected by IFD and you will be charged a fee based upon the IFD Inspection Fee Chart listed below.
- You will also be subject to a collection fee (20% of the Inspection Fee)

IFD Inspection Fee Chart

- 1 – 3,000 sq. feet \$ 50.00
- 3,001 – 10,000 sq. feet \$100.00
- 10,001+ sq. feet \$150.00

ADDITIONAL FEES: All structures that have fire safety law violations that are not promptly remedied within 30 days from completion of the Self Inspection Form will be subject to an additional re-inspection fee of \$80 for each subsequent inspection required to verify such violation(s) has been appropriately remedied.

NO FORMS OF PAYMENT WILL BE ACCEPTED BY THE INSPECTOR(S). ALL PAYMENTS MUST BE MADE TO THE CITY OF INDIANAPOLIS AS DIRECTED ON THIS PAYMENT INSTRUCTION FORM.