



ANCHORAGE FIRE DEPARTMENT
 Fire Prevention * 4700 Elmore Road * Anchorage, Alaska 99507
 Phone (907) 267-4901 * Fax: 907-249-7788



Request for Fire Prevention Documents

DATE OF REQUEST: _____

PREMISE NAME: _____

PREMISE ADDRESS: _____

REQUESTING DOCUMENTS: _____

ARE THESE DOCUMENTS FOR LITIGATION WITH THE MUNICIPALITY OF ANCHORAGE:
 _____ NO _____ YES

PERSON REQUESTING REPORT: _____

AGENCY: _____

MAILING ADDRESS: _____ ZIP: _____

TELEPHONE NUMBER: _____ FAX: _____

SIGNATURE: _____

*****NOTE - WE ONLY ACCEPT CHECKS AS A FORM OF PAYMENT*****

REQUEST RESULTING IN 5 PAGES OR LESS OR REQUIRING NO MORE THAN 15 MINUTES OF STAFF TIME - \$6.00 FEE.

REQUESTS RESULTING IN MORE THAN 5 PAGES OR MORE THAN 15 MINUTES - \$0.30 PER PAGE AND STAFF TIME (BASED ON A HOURLY RATE OF PAY NOT TO EXCEED \$40 PER HOUR). PER PAGE FEE IS NOT APPLICABLE FOR DOCUMENTS SENT ELECTRONICALLY.

DOCUMENTS PROVIDED VIA CD WILL INCUR AN ADDITIONAL \$15.00 FEE PER CD.

The research and copy fees are due prior to release of information and will be provided after your request is received.

FOR OFFICE USE ONLY

APPROVED NOT APPROVED DATE: _____

AUTHORIZED BY: _____

DATE OF NOTIFICATION TO REQUESTOR: _____

DATE OF PICKUP: _____

TOTAL DUE: _____

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