

FOR BUREAU USE ONLY

BFS Project No.

**Application for Private College,
University or School Safety Inspection**

Michigan Department of Licensing & Regulatory Affairs
Bureau of Fire Services
P.O. Box 30700, Lansing, MI 48909
www.michigan.gov/bfs
Phone: 517-241-8847 Fax: 517-332-1427

Date of Application

SECTION A - SCHOOL, COLLEGE OR UNIVERSITY INFORMATION

College, University, or Proposed School Name <input type="text"/>	Previous Name (if applicable) <input type="text"/>		
Address <input type="text"/>	City <input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>
Proposed Grade Level(s) (if applicable) <input type="text"/>	Entity Code <input type="text"/>		
Will the school offer any programs that may be hazardous in nature?		<input type="radio"/> Yes (If yes, select all that apply)	<input type="radio"/> No
<input type="radio"/> Wood Shop	<input type="radio"/> Auto	<input type="radio"/> Welding	<input type="radio"/> Science
<input type="radio"/> Chemistry	Other <input type="text"/>		
Will any delayed egress or special locking arrangements be needed for student or staff safety? <input type="text"/>			
If you answered yes, please explain <input type="text"/>			

SECTION B - BUILDING INFORMATION

Building Construction Type <input type="text"/>	Number of Stories (Include basement) <input type="text"/>	
Date(s) of Construction (If multiple additions, list date for each include brief description) <input type="text"/>		
Currently or previously occupied as K-12 school? <input type="text"/>	Yes - Date occupied <input type="text"/>	No - Date building last occupied <input type="text"/>
Currently occupied as college instructional building? <input type="text"/>	Yes - Date occupied <input type="text"/>	No - Date building last occupied <input type="text"/>
Currently occupied as a dormitory? <input type="text"/>	Yes - Date occupied <input type="text"/>	No - Date building last occupied <input type="text"/>

NOTE IF YOU ANSWERED "NO" TO THE PREVIOUS 3 ITEMS THEN STOP COMPLETING THE FORM. If the existing building doesn't have any college use in it and will now be used for for instructional or dormitory purposes or if it was not last used as a K-12 school, then you need to complete an Application for Fire Safety Plan Exam BFS-979 Form along with plan drawings.

Does the school/college share occupancy with any other organization or business? <input type="text"/>	If yes list name(s) <input type="text"/>	
Was the building last occupied solely by another organization or business? <input type="text"/>	If yes, list name(s) <input type="text"/>	
What area(s) of the building do you currently or wish to occupy? <input type="text"/>		
Does the building have a working fire alarm system? <input type="text"/>	Date of last NFPA 72 annual inspection <input type="text"/>	Name of firm that conducted inspection <input type="text"/>
Does the building have a sprinkler system? <input type="text"/>	Date of last NFPA 25 annual inspection <input type="text"/>	Name of firm that conducted inspection <input type="text"/>
Full or Partial System? <input type="text"/>		

Does the building have a commercial cooking system? (Either used by school or other agency)		Date of last NFPA 96 annual inspection		Name of firm that conducted inspection	
Will full kitchen services be provided?		If not, please indicate if/how meals will be provided.			

SECTION C - REQUESTOR INFORMATION

Requestor Name		Phone Number	
Requestor E-mail		Fax Number	

INSTRUCTIONS

SECTION A - COLLEGE, UNIVERSITY OR SCHOOL INFORMATION

1. College, University or School Name (Entity) - Provide the name of the entity, or proposed name if the name is changing.
2. Previous School name if changing names.
3. Address, City, State, Zip Code - Provide the street address, city, state and zip code of the Entity location.
4. Proposed Grade Level(s) - Provide the proposed grade level(s), if applicable.
5. Entity Code - Enter the building entity code assigned to the school/college/university. Entity codes can be searched by: school name, county, city or zip code at the following link: [Entity Quick Search](#).
6. Will the entity offer any programs that may be hazardous in nature - Provide the most accurate information and select all categories that would be applicable.
7. Will any delayed egress or special locking arrangements be needed for student or staff safety - If yes, provide the explanation.

SECTION B - BUILDING INFORMATION

1. Building Construction Type - Select the bldg. construction type (below). For a more detailed explanation refer to NFPA 220.

Building Construction Types

- I (332): is construction that is usually used for high rise buildings or buildings that house health care occupancies.
- I (442): is construction that is usually used for high rise buildings or buildings that house health care occupancies.
- II (000): is a steel/masonry building that does not have any wood elements used in the walls, floors or roof.
- II (111): is a steel/masonry building that does not have any wood and has protected steel or fire proofing around the steel.
- II (222): is a steel/masonry building that does not have any wood and protected steel or fire proofing around the steel.
- III (200): is a mix between wood and steel/masonry construction. The roof is allowed to be made out of wood.
- III (211): is a mix between wood and steel/masonry construction. The roof is allowed to be made out of wood.
- IV (2HH): is a wood framed building that uses heavy timber for its structural supports.
- V (000): is a wood framed building that is similar to residential construction .
- V (111): is a wood framed building that has some fire resistance in its walls, floors and roof.

2. Number of Stories - Provide the number of stories in the building, including the basement as one.
 3. Date(s) of Construction - Provide dates of additions and description of addition.
 4. Currently Occupied as instructional bldg. - Provide date occupancy granted or last date occupied. Currently or Previously Occupied as a K-12 school - Provide the date occupancy granted or last date occupied.
 5. Currently Occupied as Dormitory - Provide date occupancy granted or last date occupied.
 6. If the building is currently or previously occupied as a K-12 school - Provide the date occupancy granted or last date occupied.
- NOTE: If the existing building doesn't have any college use in it and will now be used for instructional or dormitory purposes then you need to complete an Application for Fire Safety Plan Examination form BFS-979 along with plan drawings. If the existing building was never approved for K-12 school use then you need to fill out form BFS-979 and send in plan drawings.**
7. Does the entity share occupancy with any other organization or business? If yes, provide the name of organization or business and date occupancy was granted.
 8. Was the building last occupied solely by another organization or business? If yes, provide the name of organization or business and date occupancy was granted.
 9. What area(s) of the building do you currently or want to occupy - Indicate details of those area(s).
 10. Does the building have a working fire alarm system - if yes, provide the date of the last NFPA 72 annual inspection and the name of the firm that conducted the inspection.
 11. Does the building have a sprinkler system - if yes, provide the date of the last NFPA 25 annual inspection, the name of the firm that conducted the inspection, and whether it is a full or partial system.
 12. Does the building have a commercial cooking system (either used by school or other agency) - if yes, provide the date of the last NFPA 96 annual inspection, the name of the firm that conducted the inspection, and whether the kitchen will provide full services. If the building will not provide full kitchen services, indicate if/how meals will be provided.

SECTION C - REQUESTOR INFORMATION

1. Requestor Name - provide the name of the person completing the form.
2. Requestor E-mail - provide the e-mail address of the person completing the form. This will allow BFS to contact the requestor in the event BFS needs more information or has additional questions or to send a copy of the report or invoice.
3. Phone number/fax number - provide the phone number and fax number for the person completing the form.

PLEASE NOTE: If the building qualifies for a school/college safety inspection, BFS will send a confirmation e-mail to the applicant. The e-mail confirmation will include the assigned project number and invoice for the required non-refundable deposit of \$150 (the deposit will be applied to the total inspection fee). The deposit must be paid prior to inspection.