

Fire Safety Inspections for Child Care Facilities

Request Process through the Office of the State Fire Marshal



The Child Care Licensing Division (CCLD) requires approval by a state or local fire marshal before a license will be issued. The Oregon Office of the State Fire Marshal (OSFM) requires all safety inspection requests to be submitted uniformly; this will allow for accurate data collection of requests submitted, reduce the risk of forms being sent to the incorrect jurisdiction, and alleviate delays in completing inspections in a timely manner.

To request a safety inspection from the OSFM, download and fill out the form "[Licensed Facilities Referral for Fire Safety Inspection for Oregon Office of State Fire Marshal](#)" from the [OSFM website](#).

Completing the Form

Child care facilities are required to complete the sections of the form that are outlined in red.

Section 1: Licensing Agency Information

The licensing agency is CCLD-Child Care Licensing Division. This section should be completed with CCLD's information. Include the Licensing Specialist as the contact person.

Section 2: CCLD

Include the Licensing Specialist's contact information in the email and phone sections.

Section 3: Facility/Site Information

Fill this section out with the program's general information; provide the physical address of the program, not the mailing address.

Section 4: Reason for Referral

Select from the drop down menu - New Facility, New License, or Renewal; if none of these apply, select "Other."

The Fire Department Name and Address can be found online; it is recommended to do a web search with the program's address + fire department to obtain the fire agency information needed.

Submitting the Form

Submit the completed form by email to: OSFM.FireLifeSafety@osfm.oregon.gov or mail to: OSFM, Fire & Life Safety Services, 3565 Trelstad Ave SE, Salem OR 97317.

Following submission of the completed form, OSFM will document receipt of the form and refer it to the appropriate local fire department or Deputy State Fire Marshal. The local fire department or Deputy State Fire Marshal will schedule and conduct the inspection at the child care facility. Inspections are scheduled within 45 days of the license expiration date. If payment is required for your jurisdiction, **do not send it** with the fire safety inspection form. Payment should be made directly to the inspecting jurisdiction.

Questions? Please contact your CCLD Licensing Specialist or the CCLD's Central Services at 503-947-1400 or 1-800-556-6616. You may also call the Oregon OSFM at 503-934-8276.

Oregon Administrative Rules, Oregon Department of Early Learning and Care Chapter 414, Division 305 Certified Centers and 310 Certified School-age Centers and 320 Outdoor Nature Based Child Care Programs.