

**REQUEST FOR INSPECTION NEW INSTALL OR MODERNIZATION**

DIR DOSH 001 (Rev. 1/2025)

TODAY'S DATE: \_\_\_\_\_

DATE OF LETTER OF INTENT: \_\_\_\_\_ EXECUTED CONTRACT DATE: \_\_\_\_\_

**LOCATION**

Name of Building: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

Cross Street(s) \_\_\_\_\_

**REQUESTOR**

Company: \_\_\_\_\_

Office: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mechanic performing inspection: \_\_\_\_\_

Mechanic's Telephone Number: \_\_\_\_\_

**REQUESTED DATE FOR INSPECTION:** \_\_\_\_\_**EQUIPMENT INFORMATION** \_\_\_\_\_ # UNITS \_\_\_\_\_ DUPLEX

Type of Equipment: \_\_\_\_\_ Installation Group Number: \_\_\_\_\_

Variance # (If applicable): \_\_\_\_\_ State Number (If Issued): \_\_\_\_\_

**TYPE OF INSPECTION REQUESTED**

NEW

MODERNIZATION

Re-INSPECT

IS THE GENERAL CONTRACTOR 100% READY FOR INSPECTION? \_\_\_\_\_ YES \_\_\_\_\_ NO

IS THE ELEVATOR COMPANY 100% READY FOR INSPECTION? \_\_\_\_\_ YES \_\_\_\_\_ NO

HAS ALL FLS TESTING BEEN PERFORMED BY CQCC &amp; FIRE ALARM COMPANY? \_\_\_\_\_ YES \_\_\_\_\_ NO

**This section is for DIR use:****ASSIGNED TO:** \_\_\_\_\_**DATE OF INSPECTION:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

\_\_\_\_\_ MON \_\_\_\_\_ TUE \_\_\_\_\_ WED \_\_\_\_\_ THU \_\_\_\_\_ FRI