



Department of Homeland Security

Douglas P. Buffington, II, Acting Cabinet Secretary

Kenneth E. Tyree, Jr., CFPS, State Fire Marshal

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OFFICE OF THE STATE FIRE MARSHAL

1700 MacCorkle Ave SE - 4th Floor North

Charleston, WV 25314

firemarshal.wv.gov

REQUEST FOR PLAN REVIEW CONSULTATION

****MEETINGS CONDUCTED WILL BE FOR THE PURPOSE OF ANSWERING QUESTIONS CONCERNING THE REFERENCED PROJECT AND ARE NOT TO BE CONSIDERED AN OFFICAL REVIEW OR APPROVAL****

MEETINGS ARE HELD ON THURSDAYS ONLY, WITH 45-MINUTES ALLOTTED FOR THE MEETING.

FOR MULTIPLE PROJECTS SEPARATE FORMS ARE TO BE COMPLETED AND REQUESTED INFORMATION PROVIDED.

PROVIDE A COPY OF PLANS FOR THE PROJECT AND REASON FOR REQUESTING CONSULTATION REVIEW (QUESTIONS/CONCERNS)

ALL REQUESTED INFORMATION MUST BE PROVIDED AND EMAILED TO SFMPPLANREVIEW@WV.GOV FOR PREREVIEW BEFORE THE MEETING WILL BE SCHEDULED.

THE REQUESTER WILL BE CONTACTED IF ADDITIONAL INFORMATION OR DOCUMENATION IS NEEDED.

THE REQUESTER WILL BE CONTACTED BY EMAIL TO SCHEDULE A DAY AND TIME ONCE INFORMATION HAS BEEN RECEIVED AND REVIEWED.

FOR VITURAL MEETINGS THE REQUESTER WILL BE RESPONSIBLE FOR SENDING ALL MEETING INVITES TO ATTENDEES.

Name: _____ Phone Number: _____

Email: _____

Select Type of Meeting: Office Meeting or Virtual



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Project Name: _____

Project Address/GPS and
County: _____

Project Summary / DETAILS:

Project Questions:

Names of Whom Will Be Attending and Roles for the Project:

Requesters Signature : _____ Date: _____