

Request for Fire and Safety Inspection (CS-101i) Instructions

Purpose:

The CS-101i is to be used to request a fire and safety inspection once an application has been made for a foster family group home or residential child care agency license, and prior to license renewal. Although not required for regular foster home licensure, staff may also use the CS-101i for fire, health, sanitation, or safety inspections of regular foster homes when in the agency's judgment, such expert opinion is needed to assist in making a decision about the safety of the home.

Number of Copies and Distribution:

The original is sent to the State Fire Marshal; one copy is sent to the local fire department; once copy is forwarded to the potential licensee; and one copy is retained by the Children's Division, Children's Service Worker or Regional Licensing Consultant for inclusion in the family's assessment file or the residential child care licensing file. Once an inspection has been completed, the original will be returned to the CSW worker or the Regional Licensing Consultant.

Completion of Form:

Worker completes the following:

Date Requested: Date the form is sent to the State Fire Marshal.

To State Fire Marshal: The original is always sent to this address.

To Local Fire Department: If the applicant lives in a fire district covered by full-time, salaried personnel, enter the address of the fire station. Do not complete this section if applicant is covered by a volunteer fire district.

Initial Application: Check if applicable.

License Renewal: Check if applicable.

Date of Renewal: Date previous License is due to expire.

Number of Children Applicant wants to be Licensed for: Number of children Applicant is requesting to serve.

Age Range: Upper and lower age the provider is willing to serve.

To be completed by Fire and Safety Inspector:

The safety Inspector documents conditions that do not meet fire and safety ordinances and signs and dates the form. The results are cc-ed to the foster family group home/residential child care agency and returned to the Children's Service Worker or the Regional Licensing Consultant.

Instruction for Retention:

A copy of this form shall remain in the foster family group home/residential child care agency record for a period of five years after closing. This form shall remain with a withdrawn application of a rejected assessment for a period of five (5) years.

Memoranda History: CS88-3; [CD08-42](#)