



# New Britain Borough

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New Britain Borough Fire Marshal's Office

## **\*\*Fire Inspection Registration and Emergency Contact Form\*\***

Today's Date: \_\_\_\_\_

### **PROPERTY INFORMATION**

Commercial Property Address: \_\_\_\_\_

Knox Box on site? (circle one)      **Yes**      **No**

Property Owner's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Fire Inspection Point of Contact** Name: \_\_\_\_\_

(if different from property owner) Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Send Inspection Invoice to This Mailing Address (**required**): \_\_\_\_\_

Email a copy of Inspection Invoice to: \_\_\_\_\_

**After-Hours Local Emergency Contacts:** (provide at least two local contacts that are key holders)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### **OCCUPANCY INFORMATION**

**If property has multiple suites/units then a separate form for each business/occupant must be filled out & attached. Forms available on Borough's website: [www.newbritainboro.com](http://www.newbritainboro.com)**

Business' Name: \_\_\_\_\_

Street Address including Suite/Unit Number: \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address of Business: \_\_\_\_\_

Please give a brief description of any hazardous processes performed on-site or any special notes:

\_\_\_\_\_  
\_\_\_\_\_

**Remit this form to our office (mail, fax, or email) and keep a copy for your records. Please call or email our office any time throughout the year with changes to the information provided.**

Phone: 215-348-4586      Email: nbboro@newbritainboro.com      Fax: 215-348-5953