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CITY OF OAKLAND

OAKLAND FIRE DEPARTMENT, FIRE PREVENTION BUREAU

250 FRANK H. OGAWA PLAZA, SUITE 3341

OAKLAND, CA 94612-2032

**IN-TAKE FORM**

Date: Click or tap to enter a date.

Type of service (Check what applies):

[ ]  Special Events (Please include special events form)

[ ]  Incident Report (Please include incident report form)

[ ]  Plan Check – Continue to **Section 1**

[ ]  Inspection Scheduling – Continue to **Section 2**

**Section 1:**

Type of plan: 

 Site Address: 

Applicants Mailing Address: 

Contractor submitting plans:  and/or

Developer submitting plans:  and/or

Owner/applicant submitting plans:  and/or

Property Rep submitting plans: 

Authorized person for plan pick-up: 

Who to Contact for plan pick-up: 

Plan pick-up Phone Number: 

contact EMAIL: 

**Section 2:**

Type of inspection: 

Inspection address: 

Floor/Suite or Special Instructions: 

On-Site Contact: 

On-Site Contact Cell Phone Number: 