

Date: \_\_\_\_\_

# MEMORANDUM

From: Navy Regional Fire Rescue Hampton Roads  
To: All Commands

Subj: SELF-HELP PROJECT AUTHORIZATION PERMIT REQUIRED FOR ALL BUILDING MODIFICATIONS I.E. ROOM ADDITIONS, SHELVING, CABINETS, ETC.

1. Upon review of Self-Help project plans by the Navy Regional Fire Rescue Hampton Roads Fire Prevention Office authorization to perform the project is hereby approved/disapproved in accordance with applicable Fire Prevention Instruction as described in CNRMA 11320.11.Department

COMMAND/ACTIVITY: \_\_\_\_\_

SITE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WORK TO BE PERFORMED BY: \_\_\_\_\_

START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

2. If authorization is approved, this permit will be valid from date of issue until project completion. If authorization is disapproved see remarks below.
3. The site Fire Department reserves the right to inspect this project site as often as is deemed necessary.
4. Any variations or revisions to the original approved design plan will render this permit invalid unless the variations are approved through the Fire Department.

REMARKS: \_\_\_\_\_

\_\_\_\_\_

DATE OF ISSUE: \_\_\_\_\_

FIRE INSPECTOR: \_\_\_\_\_

COMMAND / ACTIVITY REPRESENTATIVE: \_\_\_\_\_