

Fire Safety Inspection Form for Driver Education Business Office or Classroom

Instructions

The MVA, in accordance with COMAR 11.23.01 and 11.23.02, requires a fire safety certification for all business office and/or classroom facilities used by driver education schools.

- Driving schools: The business office and/or classroom must be certified only after it has been completely furnished, equipped and set up. Please submit a form for each office/classroom separately.
- Fire officials: Please inspect this site using the specifications below and complete this form in full, including max occupancy.

For more information and how to submit the form, visit: mva.maryland.gov/drivingschools.

Specifications

Business Office	Driver Education Classroom
• Will be used for enrollment and other business transactions related to the operation of an educational institution. • Will require space for office equipment such as a desk, telephone, file cabinets, etc. • Will allow space for the office employee to utilize the equipment. • Will allow storage space for office supplies.	• Will be used as an educational institution. • Must meet the requirements of a driver education classroom as stated in National Fire Protection Association (NFPA) Chapter 38 Building Officials and Code Administrators (BOCA) Chapter 304, and/or any other relevant code, statute or regulation. • Will be furnished with a chair and writing surface for each student. • Will require space for instructional equipment such as television, media player, overhead projector, screen, etc. • Will allow space for the instructor's desk or podium and for the instructor to utilize the equipment. • Will allow storage space for books, papers, etc.

Applicant Information - to be completed by applicant and presented at the time of certification to the local fire service authorities

Driver Education School Name			Phone Number	
Site Address	City	County	State	Zip Code
Site Inspecting: ☐ Office ☐ Classroom				

Fire Safety Official Verification - to be completed by fire safety official verifying that the site listed above met all local safety requirements

This site ☐ **does** / ☐ **does not** meet the requirements of a driver education as stated in NFPA Chapter 38 and/or BOCA Chapter 304, and/or relevant codes, statutes and/or regulations.

What is the maximum occupancy permitted in the office/classroom? _____

Signature	Printed Name	Title	Date
Jurisdiction		Phone Number	