



# Example Inspections Invoice

**State of West Virginia**  
**Department of Military Affairs and Public Safety**  
**STATE FIRE MARSHAL'S OFFICE**  
1207 Quarrier St, 2<sup>nd</sup> Floor  
 Charleston, WV 25301  
 Phone: (304) 558-2191  
 Fax: (304) 558-2537

## PAYMENT DUE FOR FIRE SAFETY INSPECTION

<u>Date Billed:</u>	12/27/15	<u>Invoice:</u> IN3782
		<u>County:</u> Barbour
<u>Billing Address:</u>	P.O. Box 789 Hometown, WV 25333	
<u>Inspection Date:</u>	12/07/15	
<u>Name of Facility:</u>	Happy Kids Day Care	
<u>Physical Address:</u>	123 Main Street Hometown	
<u>Amount Due:</u>	\$25.00	

### INVOICE MUST BE INCLUDED WITH PAYMENT

- Please remit your payment (via Check, Money Order, or Inter-Governmental Transfer) to the State Fire Marshal within 30 days.
- State Fire Marshal Number for IET: 6152-0000-0619-0619-6696-0000.
- Questions about this invoice may be directed to: LaTara Seagraves at 304-558-2191 extension 53222 or [latara.d.seagraves@wv.gov](mailto:latara.d.seagraves@wv.gov)
- State Law 29-3 authorizes the State Fire Marshal to charge a fee for fire safety inspections. Fees will be charged for each building inspected.

THIS IS AN EFFORT TO COLLECT A DEBT AND ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE.