1. Go to the EH&S website at https://www.ehs.gatech.edu/fire
2. Select “Inspection Request”:

3. There you will see different inspections that are to be done:

   **Special Inspections**
   
   The GT Fire Safety Office conducts the following special inspections:
   
   - Fire Works
   - Film Location
   - Food Truck

4. Select the building, Requested date and time (must have a 3 day notice)
5. Where it says “Permit Number” place a Zero (0)
6. Select the type of inspections:

   ![Type of Inspection](https://example.com)

7. Fill in the contact information including Name, Phone Number and Email Address.
8. Then hit submit.