

**From:** [Boyle, Douglas J \(DHS\)](#)  
**To:** [adraper@brooke-stevens.com](mailto:adraper@brooke-stevens.com)  
**Cc:** [Justin K Guedel \(JGuedel@dhs.IN.gov\)](mailto:JGuedel@dhs.IN.gov); [Kathleen Ash \(KAsh@dhs.IN.gov\)](mailto:KAsh@dhs.IN.gov); [Skarbeck, Molly](#)  
**Subject:** Petition for Administrative Review - IDHS Inspection Report Order(s) State Number(s) FWT12293, FW19372, & FWT11320 - Party at Travs, Inc.  
**Date:** Thursday, June 20, 2019 7:52:00 PM  
**Attachments:** [Petition for Review - IDHS Report Nos. FWT12293, FW19372, & FWT11320 - Party at Travs, Inc..pdf](#)  
[image001.png](#)

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Dear Ms. Draper,

The Fire Prevention and Building Safety Commission, as the ultimate authority for the State of Indiana's building and fire safety laws, is in receipt of Mr. Brooke's petition for administrative review for the above-mentioned inspection report orders issued by the Indiana Department of Homeland Security, and submitted on behalf on owner Travis Chrisman. As provided in my attached letter, the petition for administrative review is timely, and will now be assigned to an administrative law judge (ALJ). The review will be administered by an ALJ in the Attorney General's Office. The judge will contact Mr. Brooke/your office to make initial hearing arrangements. Please feel free to forward this message and the attached document to Mr. Brooke. A copy of the foregoing document is also being sent to you via U.S. postal mail. If Mr. Brooke has any additional questions, he may contact our staff attorney assigned to this matter, Justin Guedel.

Sincerely,

**Douglas J. Boyle** | Director – Fire Prevention and Building Safety Commission  
Indiana Department of Homeland Security  
302 W. Washington Street, Room E-208  
Indianapolis, IN 46204  
Tel: (317) 650-7720  
Email: [DoBoyle@dhs.in.gov](mailto:DoBoyle@dhs.in.gov)  
Web: [www.in.gov/dhs](http://www.in.gov/dhs)





June 20, 2019  
By Electronic Mail and U.S. Postal Mail

John H. Brooke, Esq.  
c/o Andrea L. Draper, Paralegal  
Brooke-Stevens, PC  
112 E. Gilbert Street  
Muncie, IN 47305  
[adraper@brooke-stevens.com](mailto:adraper@brooke-stevens.com)

**Re: Petition for Administrative Review – Inspection Report Order(s) State Number(s) FWT12293, FW19372, and FWT11320 – Party at Travs, Inc.**

Dear Mr. Brooke:

The Commission is in receipt of your petition for administrative review of Inspection Report Order(s) State Number(s) FWT12293, FW19372, and FWT11320 – Party at Travs, Inc, dated 6/4/2019. The petition for review is timely and has been granted by the Commission. The petition has been assigned to the Commission's administrative law judge.

The judge's office will contact you to make arrangements for further proceedings. Should you have any questions, you may contact our staff attorney assigned to the matter, Justin Guedel at [jguedel@dhs.in.gov](mailto:jguedel@dhs.in.gov) or (317) 234-9515.

Sincerely,

Douglas J. Boyle, Director  
Fire Prevention and Building Safety Commission  
Indiana Department of Homeland Security  
302 W. Washington Street, Room E-208  
Indianapolis, IN 46204  
[doboyle@dhs.in.gov](mailto:doboyle@dhs.in.gov)  
(317) 650-7720

Enclosure

cc: Justin Guedel, IDHS Staff Attorney (by personal service and electronic mail)  
ALJ (by electronic mail)  
File



# Brooke | Stevens, PC

John H. Brooke  
Certified Mediator

John M. Stevens  
Also Licensed in Illinois & Iowa

Joseph I. Rhett

June 4, 2019



Division of Fire and Building Safety  
Indiana Department of Homeland Security  
302 West Washington Street, Rm E241  
Indianapolis, IN 46204

Re: Appeal of Fire and Building Code Enforcement  
Inspection Order dated 5/21/19  
Name: Party at Travs Inc.  
Identification No. FW12293  
Address: 1104 Eads Parkway, Lawrenceburg, IN

Dear Marshal Greeson:

Please allow this letter to serve as an Appeal on behalf of Party at Travs, Inc. Party at Travs Inc. has operated and maintained their facility continuously and uninterrupted since 2003 and are therefore grandfathered from the Building and Fire Code Sections as set forth herein. Party at Travs Inc. would respectfully request that the matter be set for an Appeal before consideration by the Fire Prevention and Building Safety Commission and its Administrative Law Judge at its earliest convenience.

Party at Travs Inc. appeals Violation #3 and #4.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Brooke | Stevens, PC

John H. Brooke  
Attorney at Law

JHB/ad



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Joseph I. Rhett

June 4, 2019



Division of Fire and Building Safety  
Indiana Department of Homeland Security  
302 West Washington Street, Rm E241  
Indianapolis, IN 46204

Re: Appeal of Fire and Building Code Enforcement  
Inspection Order dated 5/21/19  
Name: Party at Travs Inc.  
Identification No. FW19372  
Address: 1415 US 50 E. Greendale, IN

Dear Marshal Greeson:

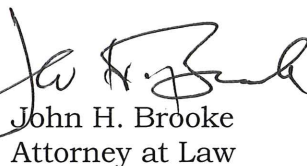
Please allow this letter to serve as an Appeal on behalf of Party at Travs, Inc.. Party at Travs Inc. has operated and maintained their facility continuously and uninterrupted since 2003 and are therefore grandfathered from the Building and Fire Code Sections as set forth herein. Party at Travs Inc. would respectfully request that the matter be set for an Appeal before consideration by the Fire Prevention and Building Safety Commission and its Administrative Law Judge at its earliest convenience.

Party at Travs Inc. appeals Violation #5 and Violation #6.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Brooke | Stevens, PC

  
John H. Brooke  
Attorney at Law

JHB/ad



# Brooke | Stevens, PC

John H. Brooke  
*Certified Mediator*

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*Also Licensed in Illinois & Iowa*

Joseph I. Rhett

June 4, 2019



Division of Fire and Building Safety  
Indiana Department of Homeland Security  
302 West Washington Street, Rm E241  
Indianapolis, IN 46204

Re: Appeal of Fire and Building Code Enforcement  
Inspection Order dated 5/21/19  
Name: Party at Travs Inc.  
Identification No. FW11320  
Address: 1415 US 50 E. Greendale, IN

Dear Marshal Greeson:

Please allow this letter to serve as an Appeal on behalf of Party at Travs Inc. Party at Travs Inc. has operated and maintained their facility continuously and uninterrupted since 2003 and are therefore grandfathered from the Building and Fire Code Sections as set forth herein. Party at Travs Inc. would respectfully request that the matter be set for an Appeal before consideration by the Fire Prevention and Building Safety Commission and its Administrative Law Judge at its earliest convenience.

Party at Travs Inc. appeals Violation #5 and Violation #6.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Brooke | Stevens, PC

John H. Brooke  
Attorney at Law

JHB/ad





**Brooke | Stevens, PC**

112 E. Gilbert St.  
Muncie, IN 47305

**RECEIVED**  
**IDHS**  
**JUN 07 2019**  
**COMMISSION**  
**STAFF**

Division of Fire and Building Safety  
Indiana Department of Homeland Security  
302 W. Washington Street, RmF241  
Indianapolis, IN 46204

INDIANAPOLIS IN 46204  
JUN 07 2019  
3:44 PM

46204-260251

POSTNET barcode





# FIRE AND BUILDING CODE ENFORCEMENT INSPECTION REPORT ORDER

DIVISION OF FIRE AND BUILDING SAFETY  
INDIANA DEPARTMENT OF HOMELAND SECURITY  
302 WEST WASHINGTON STREET, RM E241  
INDIANAPOLIS, IN 46204  
TELEPHONE: 317-232-2222  
WEB ADDRESS: WWW.IN.GOV/DHS

Identification Number FWT12293	Name of the facility AFTER FIVE INC	County DEARBORN
Address of Property 1104 EADS PARKWAY LAWRENCEBURG IN 47025		Name of the Contact TRAVIS CHRISMAN
Telephone Number (812) -		Email travisleechrisman@yahoo.com
Inspection Category FIREWORKS		Inspection Date 05/21/2019
Inspection Type ANNUAL		Inspection Status: VIOLATION
Name of the inspector KENNETH COLE		Phone: 3174173720
Email: kcole@dhs.in.gov		

## Violations

VIO-LATION NUMBER	RULE OR INDIANA CODE SECTION VIOLATED	DESCRIPTION OF VIOLATION	DATE BY WHICH VIOLATION MUST BE CORRECTED
1	Sec. 604.5.2 2014 Edition IFC 675 IAC 22-2.5	For battery-powered emergency lighting, a power test of the emergency lighting equipment shall be completed annually. The power test shall operate the emergency lighting for a minimum of 90 minutes and shall remain sufficiently illuminated for the duration of the test.  <u>Current Emergency Lighting 90 minute load test documentation could not be provided.</u>	06/21/2019
2	Sec. 906.2 2014 Edition IFC 675 IAC 22-2.5	Portable fire extinguishers shall be selected, installed and maintained in accordance with this section and NFPA 10. Exceptions: 1. The travel distance to reach an extinguisher shall not apply to the spectator seating portions of Group A-5 occupancies. 2. Thirty-day inspections shall not be required and maintenance shall be allowed to be once every three years for dry-chemical or halogenated agent portable fire extinguishers that are supervised by a listed and approved electronic monitoring device, provided that all of the following conditions are met: 2.1. Electronic monitoring shall confirm that extinguishers are properly positioned, properly charged and unobstructed. 2.2. Loss of power or circuit continuity to the electronic monitoring device shall initiate a trouble signal. 2.3. The extinguishers shall be installed inside of a building or cabinet in a noncorrosive environment. 2.4. Electronic monitoring devices and supervisory circuits shall be tested every three years when extinguisher maintenance is performed. 2.5. A written log of required hydrostatic test dates for extinguishers shall be maintained by the owner to verify that hydrostatic tests are conducted at the frequency required by NFPA 10. 3. In Group I-3, portable fire extinguishers shall be permitted to be located at staff locations.  <u>Fire extinguisher service tags are dated 6-2017 and current documentation could not be provided.</u>	06/21/2019
3	Sec. 6.5.2.2 2006 Edition	Every consumer fireworks storage or work building shall have not less than two portable fire extinguishers with a minimum rating of 2A.	06/21/2019

	NFPA 1124	<u>Storage containers do not have the required fire extinguishers.</u>	
4	Sec. 6.4.1 2006 Edition NFPA 1124	<p>Consumer fireworks shall be stored only in the following buildings or structures, provided that the building or structure does not exceed one story in height and does not contain a basement:</p> <p>(1) Buildings or structures constructed in accordance with the building code enforced by the AHJ</p> <p>(2) Buildings or structures constructed in accordance with 6.4.2</p> <p>(3) Magazines meeting the requirements in Chapter 4</p> <p>(4) Trailers, semitrailers, and metal shipping containers that are separated by at least 20 ft (6.1 m) from any building or structure other than trailers, semitrailers, or metal shipping containers</p> <p><u>Five storage trailers are located closer than 20 feet from building.</u></p>	06/21/2019

**Inspection Notes:**

Inspected with owner Travis Chrisman.

Facility Id	Received By Name	Signature and Date
FWT12293		



If you are receiving this notice, property that you own or have control over has been inspected by the Indiana Department of Homeland Security (Department). Depending on the outcome of this inspection, alleged violations may have been found. If violations were found, the below information describes what this notice means and how to request review of the violations contained in this report.

### NOTICE OF VIOLATIONS

This report is to notify you that violations are believed to exist on your property. However, if you enter into a corrective plan and correct these violations by the correction date provided in this report, no enforcement actions or sanctions will commence. If you fail to enter into a corrective plan, the Department will move forward with enforcement of this order and the imposition of sanctions.

If you would like to enter into a corrective plan, sign and return this notice to your inspector within five (5) days of receiving this report.

Terms of corrective plan:

1. I agree to correct the violations contained on this report by the date provided.
2. I understand my failure to correct these violations by the correction date will result in the enforcement of this report and sanctions, including but not limited to, a fine of up to \$250 per day per violation.
3. I understand no extensions of time are permitted unless they are granted in writing by Department.
4. I understand that entering into this corrective plan is not an admission that a violation has occurred.
5. I agree to protect the safety and property of other persons as outlined by the Department while corrections are underway.
6. I agree to notify the Department, by the compliance date, that all violations have been corrected, and I am aware that my failure to do so may result in sanctions being ordered.
7. I understand that in order for the Department to determine compliance, an additional inspection may be performed and the Department must notify me of the determination of my compliance within thirty (30) days following the earlier of: (a) the correction date contained in this report; or (b) the date the Department is provided notice that the violations have been corrected.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

If you choose not to enter into a corrective plan and would like to request **informal review** of this report, please complete the informal review form located at <https://www.in.gov/dhs/appeals.htm>. Following the receipt of this form, the Department may modify or reverse the report, and will attempt to respond to your request within five (5) business days, however, a request for an informal review does not extend the deadline for filing a petition for review. Additionally, if you have any questions regarding this report, you may contact that Department at (317)

232-2222.

If you do not enter into a corrective plan or receive a determination modifying or reversing this report, the requirements of this report are effective fifteen (15) days after service and must be complied with until such time that: (1) this order is overturned on review; (2) an administrative law judge issues a stay of enforcement; or (3) the Department consents to the request for stay in writing.

If you desire a formal administrative review of these violations, you must comply with the requirement of Indiana Code IC 4-21.5-3-7 and file a written petition for review within fifteen (15) days after receiving notice of these violations. Your petition for review must state facts demonstrating that you are: (1) a person to whom the order is specifically directed; (2) aggrieved or adversely affected by the order; or (3) entitled to review under any law. You may submit your petition by the following methods:

**U.S. MAIL OR PERSONAL SERVICE**

Indiana Department of Homeland Security  
Fire Prevention and Building Safety Commission  
c/o Legal Counsel  
302 W. Washington Street, Rm. E208  
Indianapolis, IN 46204

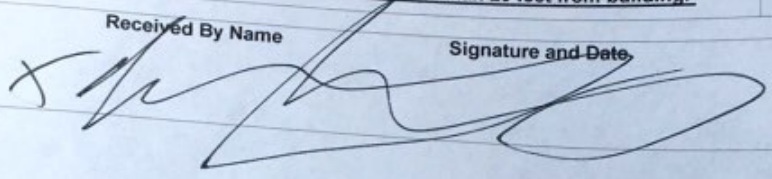
**ONLINE**

By completing the form at  
<https://www.in.gov/dhs/appeals.htm>

For additional information about the administrative review process and applicable templates that may be used for filings, visit the following link <https://www.in.gov/dhs/appeals.htm>.

	NFPA 1124	<u>Storage containers do not have the required fire extinguishers.</u>	
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Facility Id  
FWT12293

Received By Name  Signature and Date



# FIRE AND BUILDING CODE ENFORCEMENT INSPECTION REPORT ORDER

DIVISION OF FIRE AND BUILDING SAFETY  
INDIANA DEPARTMENT OF HOMELAND SECURITY  
302 WEST WASHINGTON STREET, RM E241  
INDIANAPOLIS, IN 46204  
TELEPHONE: 317-232-2222  
WEB ADDRESS: WWW.IN.GOV/DHS

Identification Number FW19372	Name of the facility PARTY AT TRAVS INC	County DEARBORN
Address of Property 1415 US 50 E GREENDALE IN 47025		Name of the Contact TRAVIS CHRISMAN
Telephone Number		Inspection Date 05/21/2019
Inspection Category FIREWORKS	Inspection Type ANNUAL	Inspection Status: VIOLATION
Name of the inspector KENNETH COLE	Phone: 3174173720	
Email: kcole@dhs.in.gov		

## Violations

VIO-LATION NUMBER	RULE OR INDIANA CODE SECTION VIOLATED	DESCRIPTION OF VIOLATION	DATE BY WHICH VIOLATION MUST BE CORRECTED
1	Sec. 604.5.2 2014 Edition IFC 675 IAC 22-2.5	For battery-powered emergency lighting, a power test of the emergency lighting equipment shall be completed annually. The power test shall operate the emergency lighting for a minimum of 90 minutes and shall remain sufficiently illuminated for the duration of the test.  <u>Current Emergency Lighting 90 minute load test documentation could not be provided.</u>	06/21/2019
2	Sec. 906.2 2014 Edition IFC 675 IAC 22-2.5	Portable fire extinguishers shall be selected, installed and maintained in accordance with this section and NFPA 10. Exceptions: 1. The travel distance to reach an extinguisher shall not apply to the spectator seating portions of Group A-5 occupancies. 2. Thirty-day inspections shall not be required and maintenance shall be allowed to be once every three years for dry-chemical or halogenated agent portable fire extinguishers that are supervised by a listed and approved electronic monitoring device, provided that all of the following conditions are met: 2.1. Electronic monitoring shall confirm that extinguishers are properly positioned, properly charged and unobstructed. 2.2. Loss of power or circuit continuity to the electronic monitoring device shall initiate a trouble signal. 2.3. The extinguishers shall be installed inside of a building or cabinet in a noncorrosive environment. 2.4. Electronic monitoring devices and supervisory circuits shall be tested every three years when extinguisher maintenance is performed. 2.5. A written log of required hydrostatic test dates for extinguishers shall be maintained by the owner to verify that hydrostatic tests are conducted at the frequency required by NFPA 10. 3. In Group I-3, portable fire extinguishers shall be permitted to be located at staff locations.  <u>Fire extinguisher service tags are dated 6-2017 and current documentation could not be provided.</u>	06/21/2019
3	Sec. 605.5 2014 Edition IFC	Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be	06/21/2019

	675 IAC 22-2.5	affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances.  <u>Yellow extension cord in ceiling by overhead doors is being used as a substitute for permanent wiring.</u>	
4	Sec. 605.4 2014 Edition IFC 675 IAC 22-2.5	Multiplug adapters, such as cube adapters, unfused plug strips or any other device not complying with NFPA 70 shall be prohibited.  <u>Orange multiplug adapter in use by cash registers on front wall.</u>	06/21/2019
5	Sec. 6.5.2.2 2006 Edition NFPA 1124	Every consumer fireworks storage or work building shall have not less than two portable fire extinguishers with a minimum rating of 2A.  <u>Storage containers do not have the required fire extinguishers.</u>	06/21/2019
6	Sec. 6.4.1 2006 Edition NFPA 1124	Consumer fireworks shall be stored only in the following buildings or structures, provided that the building or structure does not exceed one story in height and does not contain a basement: (1) Buildings or structures constructed in accordance with the building code enforced by the AHJ (2) Buildings or structures constructed in accordance with 6.4.2 (3) Magazines meeting the requirements in Chapter 4 (4) Trailers, semitrailers, and metal shipping containers that are separated by at least 20 ft (6.1 m) from any building or structure other than trailers, semitrailers, or metal shipping containers  <u>Four storage trailers are located closer than 20 feet from building.</u>	06/21/2019

Facility Id	Received By Name	Signature and Date
FW19372		

If you are receiving this notice, property that you own or have control over has been inspected by the Indiana Department of Homeland Security (Department). Depending on the outcome of this inspection, alleged violations may have been found. If violations were found, the below information describes what this notice means and how to request review of the violations contained in this report.

### NOTICE OF VIOLATIONS

This report is to notify you that violations are believed to exist on your property. However, if you enter into a corrective plan and correct these violations by the correction date provided in this report, no enforcement actions or sanctions will commence. If you fail to enter into a corrective plan, the Department will move forward with enforcement of this order and the imposition of sanctions.

If you would like to enter into a corrective plan, sign and return this notice to your inspector within five (5) days of receiving this report.

Terms of corrective plan:

1. I agree to correct the violations contained on this report by the date provided.
2. I understand my failure to correct these violations by the correction date will result in the enforcement of this report and sanctions, including but not limited to, a fine of up to \$250 per day per violation.
3. I understand no extensions of time are permitted unless they are granted in writing by Department.
4. I understand that entering into this corrective plan is not an admission that a violation has occurred.
5. I agree to protect the safety and property of other persons as outlined by the Department while corrections are underway.
6. I agree to notify the Department, by the compliance date, that all violations have been corrected, and I am aware that my failure to do so may result in sanctions being ordered.
7. I understand that in order for the Department to determine compliance, an additional inspection may be performed and the Department must notify me of the determination of my compliance within thirty (30) days following the earlier of: (a) the correction date contained in this report; or (b) the date the Department is provided notice that the violations have been corrected.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

If you choose not to enter into a corrective plan and would like to request **informal review** of this report, please complete the informal review form located at <https://www.in.gov/dhs/appeals.htm>. Following the receipt of this form, the Department may modify or reverse the report, and will attempt to respond to your request within five (5) business days, however, a request for an informal review does not extend the deadline for filing a petition for review. Additionally, if you have any questions regarding this report, you may contact that Department at (317)



232-2222.

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Indiana Department of Homeland Security  
Fire Prevention and Building Safety Commission  
c/o Legal Counsel  
302 W. Washington Street, Rm. E208  
Indianapolis, IN 46204

**ONLINE**

By completing the form at  
<https://www.in.gov/dhs/appeals.htm>

For additional information about the administrative review process and applicable templates that may be used for filings, visit the following link <https://www.in.gov/dhs/appeals.htm>.



# FIRE AND BUILDING CODE ENFORCEMENT INSPECTION REPORT ORDER

DIVISION OF FIRE AND BUILDING SAFETY  
INDIANA DEPARTMENT OF HOMELAND SECURITY  
302 WEST WASHINGTON STREET, RM E241  
INDIANAPOLIS, IN 46204  
TELEPHONE: 317-232-2222  
WEB ADDRESS: WWW.IN.GOV/DHS

Identification Number FWT11320	Name of the facility PARTY AT TRAVS INC	County DEARBORN
Address of Property 1415 US 50 E GREENDALE IN 47025		Name of the Contact TRAVIS CHRISMAN
Telephone Number (812) 221-0064		Inspection Date 05/21/2019
Email travisleechrisman@yahoo.com		Inspection Status: VIOLATION
Inspection Category FIREWORKS	Inspection Type ANNUAL	Inspection Status: VIOLATION
Name of the inspector KENNETH COLE	Phone: 3174173720	
Email: kcole@dhs.in.gov		

## Violations

VIO-LATION NUMBER	RULE OR INDIANA CODE SECTION VIOLATED	DESCRIPTION OF VIOLATION	DATE BY WHICH VIOLATION MUST BE CORRECTED
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6	Sec. 6.4.1 2006 Edition NFPA 1124	Consumer fireworks shall be stored only in the following buildings or structures, provided that the building or structure does not exceed one story in height and does not contain a basement: (1) Buildings or structures constructed in accordance with the building code enforced by the AHJ (2) Buildings or structures constructed in accordance with 6.4.2 (3) Magazines meeting the requirements in Chapter 4 (4) Trailers, semitrailers, and metal shipping containers that are separated by at least 20 ft (6.1 m) from any building or structure other than trailers, semitrailers, or metal shipping containers  <u>Four Storage Trailers are located closer than 20 feet from the building.</u>	06/20/2019

Facility Id	Received By Name	Signature and Date
FWT11320		

If you are receiving this notice, property that you own or have control over has been inspected by the Indiana Department of Homeland Security (Department). Depending on the outcome of this inspection, alleged violations may have been found. If violations were found, the below information describes what this notice means and how to request review of the violations contained in this report.

### NOTICE OF VIOLATIONS

This report is to notify you that violations are believed to exist on your property. However, if you enter into a corrective plan and correct these violations by the correction date provided in this report, no enforcement actions or sanctions will commence. If you fail to enter into a corrective plan, the Department will move forward with enforcement of this order and the imposition of sanctions.

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4. I understand that entering into this corrective plan is not an admission that a violation has occurred.
5. I agree to protect the safety and property of other persons as outlined by the Department while corrections are underway.
6. I agree to notify the Department, by the compliance date, that all violations have been corrected, and I am aware that my failure to do so may result in sanctions being ordered.
7. I understand that in order for the Department to determine compliance, an additional inspection may be performed and the Department must notify me of the determination of my compliance within thirty (30) days following the earlier of: (a) the correction date contained in this report; or (b) the date the Department is provided notice that the violations have been corrected.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

If you choose not to enter into a corrective plan and would like to request **informal review** of this report, please complete the informal review form located at <https://www.in.gov/dhs/appeals.htm>. Following the receipt of this form, the Department may modify or reverse the report, and will attempt to respond to your request within five (5) business days, however, a request for an informal review does not extend the deadline for filing a petition for review. Additionally, if you have any questions regarding this report, you may contact that Department at (317)

232-2222.

If you do not enter into a corrective plan or receive a determination modifying or reversing this report, the requirements of this report are effective fifteen (15) days after service and must be complied with until such time that: (1) this order is overturned on review; (2) an administrative law judge issues a stay of enforcement; or (3) the Department consents to the request for stay in writing.

If you desire a formal administrative review of these violations, you must comply with the requirement of Indiana Code IC 4-21.5-3-7 and file a written petition for review within fifteen (15) days after receiving notice of these violations. Your petition for review must state facts demonstrating that you are: (1) a person to whom the order is specifically directed; (2) aggrieved or adversely affected by the order; or (3) entitled to review under any law. You may submit your petition by the following methods:

**U.S. MAIL OR PERSONAL SERVICE**

Indiana Department of Homeland Security  
Fire Prevention and Building Safety Commission  
c/o Legal Counsel  
302 W. Washington Street, Rm. E208  
Indianapolis, IN 46204

**ONLINE**

By completing the form at  
<https://www.in.gov/dhs/appeals.htm>

For additional information about the administrative review process and applicable templates that may be used for filings, visit the following link <https://www.in.gov/dhs/appeals.htm>.