



GOVERNMENT OF  
THE UNITED STATES VIRGIN ISLANDS  
OFFICE OF THE GOVERNOR  
**VIRGIN ISLANDS FIRE and EMERGENCY MEDICAL SERVICES**  
“Providing Safety, Service, and Satisfaction”



St. Thomas/St. John: 1005 Ross Taarneberg, St. Thomas, VI 00802 ~ Tel: (340) 774-7610  
St. Croix: No. 3019 Orange Grove, St. Croix, VI 00820 ~ Tel: (340) 773-8050 ~ Fax: (340) 773-8032

## **Required Documents for Fire Safety Inspection**

### **NOTICE:**

Effective January 1, 2021, copies of the following documents are required prior to conducting a Fire Safety Inspection for any *New Business* or *Renewal Business* License Applicant.

#### **New Business –**

Trade Name Certificate (*or Certificate of Existence*)  
Lease for physical address (*or Deed for physical address*)  
Proof of Control Number

#### **Existing Business –**

Business License from previous year  
Expiring Fire Certificate (from V.I. Fire Service)

Additionally, there is an Inspection Fee of one hundred fifty dollars (\$150), and a Late Fee of ten percent (10%) per month for each month past due date.

Non-Profit Organization: Certificate of Good Standing from the Office of the Lieutenant Governor is required.

**A Fire Inspection will not be conducted unless copies of required documents and payment are provided.**

Contact the Virgin Islands Fire and Emergency Medical Services for additional information.