

## **How to request a Copy of a GRANTED Fire Safety Certificate (FSC) or Disability Access Certificate (DAC)**

1. Fire Safety Certificates and Disability Access Certificates may be requested in writing from [fireinfo@corkcoco.ie](mailto:fireinfo@corkcoco.ie).
2. Written permission from the premises owner is required before requesting documents and should be submitted along with the request.
3. The certificate number (if known), premises name, address and any other details that may assist with our search should be provided with your request.
4. To request a copy of the Fire Safety Certificate File or Disability Access Certificate File (i.e. Certificate, Drawings & Technical Report) a completed and signed declaration form should be submitted with the request. (Link to declaration form: [Building Control Documents Declaration Form.pdf](#))

**Note 1:** Please allow for 1-3 weeks for all document requests

**Note 2:** Fee for copy of Certificate: €12.50  
Fee for copy of FSC/DAC File (Certificate & Documents): €22.50