

# Seattle Fire Department Permit Application

Code 2501/2510 **Assembly Occupancy (Non-profit Organizations only), No Fee**  
Including Open Flame Devices and Candles\*



**\*Does not include persons performing with fire. A separate temporary permit is required.**

- Occupant Load 100 - 999 and no stage Code: 2501.1
- Any Occupant Load with a stage or Occupant Load  $\geq$  1,000 Code: 2501.2

TO BE COMPLETED BY PERMIT APPLICANT (PLEASE PRINT)

BUSINESS NAME:		
MAILING ADDRESS:		SUITE:
CITY:	STATE:	ZIP:
OPERATION ADDRESS:		
CONTACT PERSON:		
PHONE NUMBER: (        )		E-MAIL ADDRESS:
<b>Reason for submitting this application (check all that apply):</b>		
<input type="checkbox"/> New Owner/Operator	<input type="checkbox"/> New Construction/Process/Installation	
<input type="checkbox"/> New Operation Address	<input type="checkbox"/> Directed to Apply by Fire Dept/Other Government Agency	
<input type="checkbox"/> Previous Permit Expired at this Operation Address	<input type="checkbox"/> Other Reason: _____	

**THE CITY OF SEATTLE CERTIFICATE OF OCCUPANCY IS REQUIRED WITH THIS APPLICATION**

Permit applications may be submitted in person weekdays from 8:00 a.m. to 4:30 p.m., or mailed/e-mailed to:

Seattle Fire Department  
Fire Marshal's Office – Permits  
220 Third Ave S, 2<sup>nd</sup> Floor  
Seattle, WA 98104-2608

Tel: (206) 386-1450  
E-mail: [permits@seattle.gov](mailto:permits@seattle.gov)

**TO BE COMPLETED BY FMO INSPECTOR:**

DPD Certificate of Occupancy, Permit or Project #:		
Occupant Load for the Room(s) Requiring Permit:		
Occupancy Type:		Year Issued:
Approved By:	SFD ID#:	Date:
Station No.		

**FMO OFFICE USE ONLY:**

Application ID#
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