

Seattle Permits

—part of a multi-departmental series on City services & permitting

Obtaining a Permit

Updated November 2017

Do I Need a Permit?

Certain operations and activities, including the storage and/or use of hazardous materials, require a permit from the Seattle Fire Department when those operations and activities are conducted in Seattle.

Permit Types

Temporary permits are issued for a variety of activities and operations that are conducted for a period not exceeding six months. These can include activities such as erecting tents and canopies, food vending, fairs and festivals, trade shows and exhibits, hot work on marine vessels, concerts, using helicopters to lift heavy equipment, and construction site activities.

Annual operational permits are issued for assembly occupancies (churches, restaurants, event venues) and hazardous activities or operations that are conducted on an ongoing basis at either a fixed location or a variety of locations throughout the city.

To determine if you need a permit, visit the list of activities/materials requiring a permit:

www.seattle.gov/Documents/Departments/Fire/Business/ActivitiesRequiringaSFDPPermit.pdf.

What Do I Need to Apply for a Permit?

You will need information about your activities, operations or materials including, if applicable, site maps or plans. For some hazardous material permits you may need to provide a Hazardous Materials Inventory Statement (HMIS) listing total quantity, concentration, hazardous components and Chemical Abstract Service (CAS) number. Download HMIS form and user guide at: www.seattle.gov/fire/permits.

How Do I Apply for a Permit?

By mail

Applications can be downloaded, filled out and mailed in with the permit fee payment to: Seattle Fire Department, Fire Prevention Division —Permits, 220 Third Avenue South, 2nd Floor, Seattle, WA, 98104.

In person

Permit applications and payments may be submitted in person Monday through Friday, 8 a.m. to 4:30 p.m. at the Fire Prevention Division.

Online

Permits can be downloaded, filled out and emailed to permits@seattle.gov. Permit fee payment can be made by mail or with a credit card over the phone. Download permit applications at: www2.seattle.gov/fire/PermitSearch/

Payments

Permit payments can be made in person, by mail or with a credit card over the phone. Acceptable payment forms are cash, check or credit card. Checks should be made payable to: City of Seattle.

How Do I Schedule an Inspection?

Once a permit application has been received at the Fire Prevention Division it is directed to the work unit (Special Hazards, Special Events or Code Compliance) responsible for inspection and approval of the field conditions prior to issuance.

Some permits require the applicant to call and arrange for inspection before work starts. If that is the case, the permit application form will direct you to make the call. Call the Fire Prevention Division at (206) 386-1450, Monday through Friday, 8 a.m. to 4:30 p.m.

LEGAL DISCLAIMER: *This Client Assistance Memo (CAM) should not be used as a substitute for codes and regulations. Individuals are responsible for compliance with all code and rule requirements, whether or not described in this CAM.*

www.seattle.gov/fire



For all other permits, issuance may be subject to an unannounced inspection or the inspector may call to arrange for a time to meet with you at the location. Time sensitive permits are given priority and other permit applications are typically inspected in the order they are received.

How Can I Be Ready for the Inspection?

When preparing for temporary permit issuance, strict adherence to the provided permit conditions should be followed. Required equipment needs to be set up and the job site needs to be ready for work. Prior to issuing the permit, the inspector will ensure that all permit conditions are met on site and determine if any additional or special conditions are needed.

In all cases, you will be notified in writing of any corrections that may be necessary before approval of the permit can be granted.

Temporary permits will be signed and provided to you at the time of inspection. Annual permits will be processed, recorded and mailed to you by the Permit Unit Staff.

The status of a permit or application can be checked online: www2.seattle.gov/fire/permitStatus/.

Questions about the permit inspection process can be directed to the Special Hazards Section or the Special Events Section at (206) 386-1450.

Frequently Asked Questions

Additional questions may be answered by the Frequently Asked Questions online: www.seattle.gov/fire/permits.