

**Your
Seattle
Fire Department**



April 10, 2019

Dear Permit Holder:

This letter is to inform you that the Seattle Fire Department is retiring its fax services in summer 2019, and customers will be able to conduct all business with us without the use of the older fax technology. Email will become the primary method for exchanging documents with the Fire Prevention Division, and USPS mail services will remain another option.

Communicating with the FPD by Email (permits@seattle.gov)

We will be using email for correspondence, including the use of attachments for forms and documents, such as:

- Permit applications
- Issued permits that were previously faxed to responsible parties
- Underground storage tank (UST) decommissioning reports
- Invoices that were previously faxed to responsible parties

The Fire Prevention Division will send documents and forms as PDF files. If your business is not yet set up for this type of communication, you would require an internet connection, an email application, and software to view and store PDF files (such as Adobe Acrobat, which can be downloaded for free). The Fire Prevention Division can receive documents that you have scanned and attached to email, or you may also use your phone or other device to take a clear photo of the document you are submitting, and then send it by email. Email us at permits@seattle.gov. Unfortunately, we will not have the ability to receive text messages.

Transition Period

To help our customers adjust, we are providing a transition period in April and May of 2019 when both the older fax and the newer email submittal methods will be available to you. We would encourage you to begin sending documents to us and receiving them from us by email during this time period, to ensure you are prepared when our fax is disabled.

We apologize for any inconvenience this may cause. If there are any questions or concerns regarding this transition, please contact the Permit Office at (206) 386-1450 or permits@seattle.gov.

Sincerely,

Permit Staff
Seattle Fire Department