

Seattle Fire Prevention Division

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New Online “Web” Form for Requesting Construction Inspections Beginning April 2021

In an effort to improve the timeliness of our scheduling system, we are introducing a new online submittal process for construction inspection requests beginning in April 2021. We are also identifying additional resources to aid in processing incoming requests. Once the new process is available, customers will be able to request SFD construction-related inspections using an online form and we will no longer accept the legacy “pdf” inspection request forms beginning in April. The new form will require the same information as the current request system but will look quite different. Here are some tips when using the new form:

Schedule regular and overtime inspections using a single online form

The same online form can be used for requesting inspections during regular business hours as well as overtime inspections outside of regular business hours. The new form will be optional beginning March 2021 (contact SFD_FMO_Engineering@seattle.gov if you would like a link to try out the form) and mandatory starting in April.

What to expect after you submit your online form

You will immediately receive an email summary of your request after it is submitted. Please be advised that this email is not a confirmation of the inspection time and date. We will send a separate email to provide you with a confirmed scheduled inspection date/time. We are currently scheduling roughly 9 days out for regular inspections and 2 days out for overtime inspections. Please allow time for us to process your request. Your request will be confirmed as soon as possible.

Inspection cancellation steps are not changing – use email and avoid fees by cancelling timely

- Regular inspections must be cancelled in writing 24 hours prior to the inspection to avoid a failed inspection fee.
- Overtime inspections must be cancelled in writing by 9 a.m. on the business day prior to the inspection. If you do not meet this timeline and fail to appear within 20 minutes of the scheduled inspection time, you will be charged a fee equal to the actual labor costs including applicable administrative overhead.
- To cancel an overtime or a regular inspection, email SFD_FMO_Engineering@seattle.gov
 - Subject line: Cancel Inspection
 - Include inspection date, time, location, and type

No fee changes for 2021

The City’s 2021 Budget retains the fees established for 2019-2020. There are no fee changes at this time.

For more information, please email us at sfd_fmo_engineering@seattle.gov. Stay safe and we wish you a healthy and successful 2021.