



**Seattle Fire Marshal's Office**  
 220 3<sup>rd</sup> Avenue South, 2<sup>nd</sup> Floor  
 Seattle, WA 98104  
 (206) 386-1450

## REQUEST FOR OVERTIME INSPECTION - ENGINEERING

<p><b>SECTION 1: REQUESTING PARTY/FINANCIALLY RESPONSIBLE PARTY</b></p> <p>Name: _____</p> <p>Company name: _____</p> <p>Billing address: _____</p> <p>Phone: _____ Email: _____</p> <p>SDCI Proj #: _____ PO#: _____</p> <p>SDCI Electrical (FA) Permit Required? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Date Finaled: _____. <i>Note: overtime inspections will not be scheduled until SDCI electrical permits are signed off.</i></p>	<p><b>SECTION 2: INSPECTION INFORMATION</b></p> <p>Inspection or job address: _____</p> <p>Inspection type: _____</p> <p>Number of devices and/or scope of work: _____</p> <p>Onsite contact name: _____</p> <p>Contact phone: _____ Email address: _____</p> <p>1<sup>st</sup> choice time/date: _____</p> <p>2<sup>nd</sup> choice time/date: _____</p>
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**SECTION 3: ACKNOWLEDGMENTS AND SIGNATURE**

**Overtime Costs.** I am the financially responsible party and I am requesting an inspection conducted by the Seattle Fire Department on an overtime basis, which has an additional cost. I understand that I am also able to receive an inspection conducted on straight time; however I have opted to request an overtime inspection to meet my project needs. I will incur additional charges, based on the actual staffing costs, which normally include a four hour minimum.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Inspection Cancellation Policy.** I must cancel the inspection in writing by 9:00 a.m. the business day prior to the inspection or else I will be charged a fee. To cancel, send email with inspection date, time, location, and type to [SFD\\_FMO\\_OT\\_Inspections@seattle.gov](mailto:SFD_FMO_OT_Inspections@seattle.gov).

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 4: INSPECTION PREREQUISITES – INITIALS REQUIRED** *Note: Call the Engineering Lieutenant at (206) 386-1447 with questions.*

The following items must be addressed prior to the arrival of the SFD inspector.

1. All required equipment and personnel, including those with relevant certification, are onsite.
2. All required pre-tests are completed and paperwork available for inspector.
3. Proof of SDCI electrical permit signed off, if applicable.
4. Proof of SDCI certification for elevators (final white tag), if applicable.
5. Stamped/approved set of fire system plans (sprinkler, alarm, etc.) are available for inspector, if applicable.
6. Sprinkler piping is not covered by dry wall or ceiling tiles, and is visible for the inspector, if applicable.
7. Underground sprinkler supply line is not covered and is visible for the inspector, if applicable.
8. Fire Department Plan Review Letter requirements have been met.

My initials acknowledge I will meet all inspection prerequisites: \_\_\_\_\_

### INSTRUCTIONS FOR SUBMITTING A REQUEST FOR OVERTIME INSPECTION

Email this form to the Seattle Fire Department at [SFD\\_FMO\\_OT\\_Inspections@seattle.gov](mailto:SFD_FMO_OT_Inspections@seattle.gov). You will be contacted by the Fire Marshal's Office to finalize the inspection date and time. Please note your inspection request should not be considered final until it is confirmed by the Fire Marshal's Office.

#### OFFICE USE ONLY

Inspector: _____	Supervisor Authorization: _____	Shift Ext?: Yes <input type="checkbox"/> No <input type="checkbox"/>
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