

Seattle Fire Prevention Division

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Soft Launch - New Online Form for Requesting Construction Inspections

SFD is taking a variety of steps to improve the timeliness of our inspection scheduling. In addition to assigning more resources to handle incoming requests, we are also introducing a new online submittal process for construction inspection requests. The soft launch has now begun.

April Soft Launch: Become Familiar with the New Form

Customers are encouraged to try out our [new online form](#) several times during the month of April. We hope that you benefit from the opportunity to become familiar with this new approach. You will have the opportunity throughout the soft launch to provide us feedback on the new form and process.

May 1 Transition: All New Construction Requests Will Use Online Form

Beginning in May, all SFD construction inspection requests will use the [new online form](#), and we will no longer accept the legacy "PDF" inspection request forms, except in the rare situation where the City's website is down.

Tips When Using the New Form

- **New form – same information.** The new form requires the same information as the current inspection request PDF, but it is a web form and initially may look quite different. The new form can be accessed here: https://forms.office.com/Pages/ResponsePage.aspx?id=RR7meOtrCUCPmTWdi1TOG7BaEA_9gT5FsdnrHrrmzsRUN09DTEVINKISQkdURVZZRIQ4SUZSMINYUC4u
- **Use the same form for both regular and overtime inspections.** The same online form is used for requesting inspections during regular business hours as well as overtime inspections outside of regular business hours.
- **After submitting your form** you will immediately receive an email from ITD_DWF_SFD@seattle.gov with a summary of your request. This email is not a confirmation of the inspection time and date. The system will send a second, separate email once your inspection has been scheduled. The second email will include all the details about the date, time and inspector assigned. 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 to cancel inspections.** Regular inspections must be cancelled in writing 24 hours prior to the inspection. Overtime inspections must be cancelled in writing by 9 a.m. on the business day prior to the inspection. To cancel an overtime or a regular inspection, email SFD_FMO_Engineering@seattle.gov with the subject line "cancel inspection" and include in the body of your email the inspection date, time, location, and type.
- **Ensure you are ready for a successful inspection.** See inspection pre-requisites here: <http://www.seattle.gov/fire/business-services/construction-inspections#whendoicallforaninspection>

Contact Us for Assistance or to Provide Feedback

Please reach out if you need our assistance or to provide feedback: sfd_fmo_engineering@seattle.gov

Thank you for participating in our soft launch!