



Site Contact Information Update Form

(Email correspondence for fees and certificates will be sent to each contact that is given an email)

Seattle Services Portal User Information:

Username or email address: _____

Site Information:

Site Name: _____

Site Number: EQP-SI- _____

Site Street Address: _____

Site Inspection Contact Name: _____ Phone: _____

Special Instructions for Inspectors: _____

Legal Building Owner:

Name: _____

Address: _____

(City) (State) (Zip Code)

Phone: _____ Cell Phone: _____

E-Mail: _____

Management Company:

Company Name: _____

Representative: _____

Address: _____

(City) (State) (Zip Code)

Phone: _____ Cell Phone: _____

E-Mail: _____

Billing Should Be Sent to: (check one) Owner Management Co. Others

If Other:

Company Name: _____

Address: _____

(City) (State) (Zip Code)

Phone: _____ Cell Phone: _____

E-Mail: _____

Please send completed forms to:

SCI_Boiler@Seattle.gov for Boiler/Pressure Vessel or **SCI_Elevator@Seattle.gov** for Elevator/Escalator

Updated: 6/14/2021