

# Seattle Permits

—part of a multi-departmental series on City services & permitting

## Obtaining a Permit

Updated October 2021

### Do I Need a Permit?

Certain operations and activities, including the storage and/or use of hazardous materials, require a permit from the Seattle Fire Department when those operations and activities are conducted in Seattle.

#### Permit Types

Temporary permits are issued for a variety of activities and operations that are conducted for a short duration. These can include activities such as erecting tents and canopies, food vending, fairs and festivals, trade shows and exhibits, concerts, hot work on marine vessels. Permits for roofing and construction site activities are issued for a period not exceeding six months.

Annual operational permits are issued for assembly occupancies (churches, restaurants, event venues) and hazardous activities or operations that are conducted on an ongoing basis at either a fixed location or various locations throughout the city.

To determine if you need a permit from SFD, visit the list of activities/materials requiring a permit: <https://www.seattle.gov/Documents/Departments/Fire/Business/ActivitiesRequiringaSFDPPermit.pdf>.

### What Do I Need to Apply for a Permit?

You will need information about your activities, operations or materials including, if applicable, site maps or plans. For some hazardous material permits you may need to provide a Hazardous Materials Inventory Statement (HMIS) listing total quantity, concentration, hazardous components and Chemical Abstract Service (CAS) number. Download the HMIS form and user guide at: <http://www.seattle.gov/fire/business-services/permits#hazardousmaterial>.

### How Do I Apply for a Permit?

Payments must be made at the time of

application. [Download application forms](#) and email to [permits@seattle.gov](mailto:permits@seattle.gov) then pay with a [credit card online](#). Or mail the completed applications along with your check made out to "City of Seattle" to:

Seattle Fire Department  
Fire Prevention Division - Permits  
220 Third Avenue South, 2nd Floor  
Seattle, WA 98104-2608

### How Do I Schedule an Inspection?

Temporary permits for hazardous activities or storage and use of hazardous materials require an inspection from SFD before you can begin the permitted work. For example, welding and hot work on boats require an inspection before you begin the permitted work. If applicable, the permit application form will instruct you to request an inspection prior to commencing work. Please contact us at least one business day in advance to schedule the inspection—email us at [permits@seattle.gov](mailto:permits@seattle.gov) or call (206) 386-1450, Monday through Friday, 8 a.m. to 4:30 p.m.

For all other permits, you do not need to call SFD to set up the inspection — this includes annual hazardous materials/operations permits, special events permits, and annual place of assembly permits. Instead, our inspectors will either contact you to arrange for a time to meet with you at the location, or we may conduct an unannounced inspection prior to permit issuance or after the permit has been issued to ensure that you are meeting permit conditions. Time sensitive permits (such as special events occurring in the near future or an installation permit related to a construction project) are given priority and other permit applications are typically inspected in the order they are received.

After you submit your application and payment, we will provide you with a receipt. If you have applied for an annual permit, you should post the receipt at the jobsite until an inspection has been conducted and we have issued you a permit. Once you receive the permit,

[www.seattle.gov/fire](http://www.seattle.gov/fire)



City of Seattle  
Fire Department

Fire Prevention Division  
220 3rd Avenue South  
[Seattle.gov/fire/business-services/email-fire-prevention](http://Seattle.gov/fire/business-services/email-fire-prevention)

please take down the receipt and post the permit and conditions. The responsible party for the permit is required to ensure that the permit conditions are followed.

### **How Can I Be Ready for the Inspection?**

Before SFD conducts an inspection, all required equipment needs to be set up and the job site needs to be ready for work. Prior to issuing the permit, the SFD inspector will ensure that all permit conditions are met on site and determine if any additional or special conditions are needed.

In all cases, you will be notified in writing of any corrections that may be necessary before approval of the permit can be granted.

### **When Will I Receive My Permit?**

Temporary permits will be signed and provided to you at the time of inspection. Annual permits will be processed, recorded and mailed to you by the Permit Unit Staff.

The status of a permit or application can be checked online: [www2.seattle.gov/fire/permitStatus/](http://www2.seattle.gov/fire/permitStatus/).

### **Frequently Asked Questions**

Please review our collection of customers' Frequently Asked Questions online: <http://www.seattle.gov/fire/business-services/permits>. You may also email us at [permits@seattle.gov](mailto:permits@seattle.gov).

If you still have questions about the permit inspection process, you may email the Special Hazards Section at [SFD\\_FMO\\_SpecialHazards@seattle.gov](mailto:SFD_FMO_SpecialHazards@seattle.gov) or the Special Events Section at [SFD\\_FMO\\_SpecialEvents@seattle.gov](mailto:SFD_FMO_SpecialEvents@seattle.gov).