



**Seattle Fire Marshal's Office**  
 220 3<sup>rd</sup> Avenue South, 2<sup>nd</sup> Floor  
 Seattle, WA 98104  
[SFD\\_FMO\\_StaffAssistant@seattle.gov](mailto:SFD_FMO_StaffAssistant@seattle.gov)

**CODE MODIFICATION OR  
 ALTERNATE REQUEST**

Version 01082025

**SFD Code Alt #** \_\_\_\_ - \_\_\_\_  
*(SFD will assign number)*

**SUBMITTAL INSTRUCTIONS:** Complete Sections 1-5 and submit to email above

Use this form to request a code modification or approval to use alternate materials, design, or methods of construction or equipment. More information about the process is provided in [CAM 1040](#).

**SECTION 1: TYPE OF REQUEST** (see [CAM 1040](#) for details)

- Code Modification Request ([SFC 104.9](#))       Alternate Materials, Design & Methods of Construction & Equipment ([SFC 104.10](#))

**SECTION 2: PERMITTING AND FEE INFORMATION**

Please check one of the following options and provide permit information if applicable.

- With SFD operational permit    SFD permit application date \_\_\_\_\_ No separate fee; hourly billing included in permit fees  
 With SFD or SDCI construction permit      Permit # \_\_\_\_\_ No separate fee; hourly billing included in plan review fees  
 Code Alt not part of City permitting review      \$248/hr, 1-hr minimum, per [SMC 22.602.080](#)

**SECTION 3: APPLICANT INFORMATION**

Contact Name: \_\_\_\_\_ Request Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 \_\_\_\_\_  
 Relationship to Project:  
 Owner     Design Professional     Contractor  
 Other \_\_\_\_\_  
 Financially Responsible Party  Same as Contact above  
 Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 SFD Contact (if applicable): \_\_\_\_\_  
 \_\_\_\_\_

**SECTION 4: PROJECT INFORMATION**

Project Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Fire Code Edition to which the building was constructed or modified:  
 \_\_\_\_\_  
 Building Information ([click for SDCI Lookup](#)):  
 Occupancy Group(s): \_\_\_\_\_ Construction Type: \_\_\_\_\_ # of Stories: \_\_\_\_\_  
 \_\_\_\_\_  
 Fire Alarm System     Yes     No  
 Fire Sprinkler System:  
 Partial                 Yes     No  
 Full                     Yes     No



**SECTION 5: REQUEST DETAILS**

Applicable Fire Code Section(s):

What are the challenges you would experience in complying with this section? (Please note that the expense of complying with the code does not constitute a practical difficulty)  Or see attached

**(CONTINUED ON NEXT PAGE)**

**SECTION 5: REQUEST DETAILS (CONTINUED)**

Description of your requested Code Modification or Alternate Materials, Design & Methods of Construction and Equipment  Or see attached

Justification (Why your request does not lessen fire and life safety requirements and provides equivalent protection to the existing code).  
 Or see attached

Optional attachments: Provide diagrams, figures, sketches, reports, or other supporting material to describe the project-specific conditions, along with a copy of the site plan and/or floor plan, as applicable.

I have attached supporting documents as described above.

**SECTION 6: TO BE COMPLETED BY SFD**

Field Observations:

SFD Conditions for Approval:  Or see attached

Code Alt/Variance Subject (for the Log): \_\_\_\_\_

Fire Inspector or FPE \_\_\_\_\_  Support  Deny Hours to Bill \_\_\_\_\_

Captain of Unit or FPE Supervisor \_\_\_\_\_  Support  Deny Hours to Bill \_\_\_\_\_

Code Development Coordinator \_\_\_\_\_  Support  Deny

Approved  Approved with Conditions  Denied

Fire Marshal \_\_\_\_\_ Date \_\_\_\_\_

**SECTION 7: FPD ADMIN STAFF USE ONLY**

- Customer notified of decision via letter
- Billing processed & included w/letter (if applicable)
- Combined form/attachments saved to SharePoint
- Print & file signed copy to Code Alt binder in ASA office
- Code alternates log updated, copies to Admins
- Eng Admin stores in green folder, &/or Permit Tech in permit folder
- For SDCI permits, Plan Reviewer directs customer to include form as sheet(s) in plan set.
- When SFD Op permit, Permit Supervisor adds info to Permit DB so it will print on permit face.