

Seattle Fire Prevention Division

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Submitting System Acceptance Tests to SFD

What are the Benefits?

TCE Acceptance Forms are used by roughly 20 jurisdictions in the Puget Sound region and provide a predictable approach to working with your local fire department during system acceptance. These forms are also called “install” templates. The reports require vendors to document that they have completed a fire-code compliant installation, and when creating the reports, contractors also provide inventory information and upload certain commissioning documents that will be used by building owners and fire departments when they maintain the system for the rest of its service life (years or decades). Once added to www.thecomplianceengine.com, the systems will also be scheduled for reminders and follow-up regarding all annual testing and maintenance, which will help ensure that systems are kept up to date and will work as designed to keep people and property safe in an emergency.

What System Types Require an Acceptance/Install Form in TCE as Part of the SFD Inspection Process?

- Fire alarm systems
- Distributed antenna systems/bi-directional amplifiers (DAS/BDA)
- Kitchen hood suppression systems
- Fire dampers, smoke dampers, and combination fire/smoke dampers (as of 1/1/2025)
- Smoke control systems permitted under 2018 SBC code or later (as of 1/1/2025)
- Generator (optional starting August 2026, required starting October 1, 2026)

Can I review the content of the forms without logging onto TCE?

Yes, [examples of the forms](#) are available that allow you to see what is required. However, to submit a form to SFD, you must log onto www.thecomplianceengine.com and enter the information.

Is an Acceptance Form Required for Tenant Improvements (TI's) and to receive Temporary Certificates of Occupancy (TCO)?

TCO No, an acceptance form in TCE is not required for TCO. If you are seeking SFD's acceptance as part of a TCO recommendation and will later be scheduling another SFD inspection for final sign off on the system as part of obtaining full Certificate of Occupancy, then the TCE form is not needed for the TCO recommendation. All other requirements must still be met prior to obtaining TCO, including all fire and life safety systems are fully pre-tested and accepted (exception: no TCE form). See Seattle Department of Construction and Inspections (SDCI) and SFD Joint Rule [AdRule 9.07.pdf \(seattle.gov\)](#) for TCO requirements. In contrast, if you are pursuing SFD final sign off on a system at the time there is also a request for TCO for a portion of the building (example: you want to have your hood suppression system accepted in a part of a building where TCO is also requested), then the TCE acceptance test form is required for the system at the inspection in which you are seeking SFD final okay on that system.

Improvements to Existing Systems The Acceptance form in TCE is not used (yet) to report on changes to a part of the system that result from a tenant improvement. We are aware that TI's change the device count and other inventory information stored in TCE, however the website does not yet offer a good way for the TI contractor to provide these updates. Instead, currently, the vendor performing annual testing and

maintenance is responsible for verifying and updating inventory and device counts at the time of the confidence testing.

When Do I Need to Have Information Completed in TCE, So My Inspection Sign Off is Not Delayed?

Submit your results online in TCE prior to the inspection during which you are seeking a “fire final”.

- **DAS:** at time of DAS sign off by SFD inspector.
- **Fire Alarm:** at time fire alarm sign off by SFD inspector.
- **Range Hood/Wet Suppression:** at time of hood suppression sign off by SFD inspector.
- **Smoke Control Systems:** at time of fire alarm sign off by SFD inspector. SFD does not inspect smoke control systems but does inspect the Smoke Control system interface to the Fire Alarm system, and also requires commissioning documents, O&M manual, and inventory to be established in TCE by means of the submitting a Smoke Control Install form.
- ***Smoke control systems permitted under the 2015 code and earlier editions do not require an Acceptance Test form in TCE, however SDCI's Acceptance Test Form is required. Contact SDCI smoke control commissioning advisor.***
- **Dampers:** at time of fire alarm sign off by SFD inspector. SFD does not inspect dampers but does inspect their presence if required on fire alarm plan set, and their interface if interfaced to the Fire Alarm system. SFD also requires certain commissioning documents and inventory to be established in TCE by means of the submitting a Dampers Install form.
- **Generators:** at time of fire alarm sign off by SFD inspector. SFD does not inspect generators but does inspect their interface to the Fire Alarm system. SFD also requires certain commissioning documents and inventory to be established in TCE by means of the submitting a Generators Install form.

Which Contractor is Responsible for Submitting the Reports in TCE?

The subcontractor performing the work is responsible. The General Contractor, project manager, or special inspector may also enter the information in TCE.

I'm a Fire Alarm Contractor – If the Generator, Smoke Control or Dampers Forms are Not Available, Could This Delay SFD Final Sign Off on the Fire Alarm?

Yes, this unfortunately may occur. If the SFD inspector is ready to sign off on the Fire Alarm, and the only item outstanding is a TCE report, we will make a note of this on the field notes, indicating field inspection has been passed, but TCE acceptance form(s) for FA, Damper or Smoke Control are still needed. We will be able to sign off on the Fire Alarm inspection administratively as soon as the forms are submitted to us through TCE. No re-inspection will be required. It is recommended that Fire Alarm contractors discuss this requirement with their GC early in the project. If you are a fire alarm contractor and have concerns about this process, please send them to the Executive Director of Fire Prevention, karen.grove@seattle.gov, to allow us to evaluate an alternative.

Is a Fire Alarm Acceptance Form Required for Fire Alarm Panel Replacements or Just Full New Systems?

In Seattle, [panel replacement projects](#) do not currently require the acceptance test to be submitted in TCE. Vendors and building owners are responsible to ensure the systems are replaced and maintained consistent with Fire Code and NFPA 72 including Chapter 14. In most other jurisdictions in the region, the acceptance test form is required for panel replacements. Please check with the local Fire Marshal's Office.

Is the Form Required for Projects That Didn't Require Plan Review, and Only Received an Over-the-Counter (OTC) Permit ?

That depends. What matters is not the type of permit, but whether a full new system is being "accepted". DAS/BDA systems are typically installed with low voltage electrical OTC permits with no plan review, however a TCE Acceptance Form is required. Fire Alarm systems are generally installed with a regular electrical permit (not OTC). In both cases, when new systems are being installed, inventory information and pre-test results must be uploaded and ready for the SFD inspector at the time of the SFD inspection.

What are the Fees to Submit a Report?

The standard fee for report submittal in TCE will also be charged for Acceptance reports. The fee for reports submitted to Seattle is \$35 in 2026. The fee is payable on the TCE website with a credit card at the time you are submitting the report to SFD.

What Information is Required in the Acceptance Test Report Forms?

Our website has [acceptance test report](#) templates that match the information vendors are required to enter in TCE's website. Please note that pdfs are not used to submit information to SFD. Contractors enter the information directly into the website.

How Do I Use www.thecomplianceengine.com

If you don't yet have a company account, your company will need to create one (free). After logging in, follow options to enter a report, and choose the A-template type for acceptance test. Do not use the "L" or "Q" reporting forms for reporting the installation of new systems, these forms are for annual confidence testing only.

Do I Need a Printed Copy on Site for the SFD Inspector?

You may show the SFD inspector a copy of the report(s) on a tablet or laptop at the inspection using the TCE platform, however wifi/internet connectivity is not always reliable. We recommend that you have a printed copy for your inspector.

How Soon After I Submit My Pre-Test Form Can I Print It?

You can generate and print a pdf of the report immediately after you submit it online. Please ensure that you click "submit" and not "save" only.