

# Seattle Fire Prevention Division

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## Best Practices for Scheduling a Construction-Related Inspection

**Alternate Date Request** Ensure that you enter a different date, do not select another inspection on the same date. If we can't accommodate a specific time, we will propose an alternate time on the same day. If an inspection start time is firm meaning it must be conducted at that exact time, please use the "Other" field to indicate the exact time and also include the term "**Firm**". If you have submitted multiple separate inspection request forms for the same project scope, you must email SFD ASAP to cancel the inspections you do not need. Please help us by removing these from our system so that our limited time can be made available for real inspections.

### Inspection Description for Location, Scope and Duration

- Include any access restrictions Inspectors may encounter for the inspection.
- Include the specific location(s). Areas not included within the inspection request will be subject to inspector discretion.
- Include an estimated duration of time for the inspection(required)
- We will inspect to the scope and duration requested. We are not able to provide additional inspection types or work areas beyond what was requested through the online form – *no "piggybacking" except with prior written approval from the Engineering Lieutenant or Captain.*

**Contact Information** Provide First and Last Name of Scheduler and the Onsite Contact information including Name, Company, Phone number and Email Address.

**Major Projects** If SFD has advised you that we are regarding your project as a Major Project, please include that project address and project name. We generally assign one inspector to Major Projects. If you know the name of your inspector, include that in all future inspection requests.

**Requesting TCO's** Please review information [on requesting and scheduling a Request for TCO](#).

**Inspection Pre-Requisites** Please review information on how to meet inspection pre-requisites so you are ready for a successful inspection, including [common pre-reqs for all inspection types](#) and additional [pre-reps for specific inspection types](#). Please also note that **Acceptance Tests** must be entered into [www.thecomplianceengine.com](http://www.thecomplianceengine.com) before you receive SFD final sign off on new systems, for many but not all system types. Please review our [Acceptance Test – Inspection Precondition FAQ](#)

**Working with SFD** Please contact us at [SFD\\_FMO\\_Engineering@seattle.gov](mailto:SFD_FMO_Engineering@seattle.gov) if you have questions regarding the status or confirmation of an inspection you requested. Email is a better way to reach us than phone calls. Do not contact SFD Inspectors cell phones to request inspections, all inspection requests must be submitted online using the web form.

**Combining Small Inspections** If you have multiple inspections needed for a single location and all the inspections are for OTC permits (and did not require SDCl permit at all), please try to combine these in one inspection date. Use the webform to select one inspection type, but in the description include all the system types you would like inspected on that date.