

Seattle Fire Department Permit Application
Code 2503.1 Event in a building/space under Construction

Special Events
 -Revised 03/2011-



Permit Fees: \$ 626.00 plus time charge

TO BE COMPLETED BY PERMIT APPLICANT (PLEASE PRINT)

FIRM/APPLICANT NAME:		
MAILING ADDRESS:		SUITE:
CITY:	STATE:	ZIP:
EVENT TITLE:		
EVENT ADDRESS:		
SET-UP DATE(S):	SET-UP TIME(S):	
EVENT DATE(S):	EVENT START TIME(S):	
CONTACT PERSON:	PHONE NUMBER: ()	
Please include a check made payable to the CITY OF SEATTLE with this application.		

Permit applications may be submitted in person weekdays from 8:00 a.m. to 4:30 p.m., or mailed to:

Seattle Fire Department
 Fire Marshal's Office—Permits
 220 Third Ave South, Second Floor
 Seattle, WA 98104-2608

To pay with a Visa or Master Card, fax or email application;
THEN CALL US TO CONFIRM RECEIPT AND MAKE PAYMENT
 Tel: (206) 386-1450 / Fax: (206) 386-1348
 E-mail: permits@seattle.gov

PAYMENT MUST ACCOMPANY ALL APPLICATIONS. PAYMENTS RECEIVED LESS THAN 10 BUSINESS DAYS PRIOR TO THE EVENT WILL BE ASSESSED A LATE FEE EQUAL TO 50% OF THE ORIGINAL PERMIT FEE.

***PERMITS REQUIRING INSPECTION OUTSIDE REGULAR BUSINESS HOURS (MONDAY-FRIDAY 8:00 AM TO 4:30 PM) WILL BE BILLED FOR OVERTIME.**

TO BE COMPLETED BY FMO INSPECTOR:

Permit Approved by Inspector : _____	Date: _____
Permit cc:	
Late fee waived: <input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____ <input type="checkbox"/> Cancel with full refund <input type="checkbox"/> Cancel, no refund Initials: _____	

FMO OFFICE USE ONLY:

Date Received:	Receipt No.:	Check No.:
Expiration Date:	Permit No.:	Application ID#
<input type="checkbox"/> Cancel with full refund <input type="checkbox"/> Cancel, no refund <input type="checkbox"/> Moved <input type="checkbox"/> No Longer Needs <input type="checkbox"/> Out of Business		