



Seattle Fire Marshal's Office
220 3rd Avenue South, 2nd Floor
Seattle, WA 98104
SFD_FMO_StaffAssistant@seattle.gov

CODE MODIFICATION OR ALTERNATE REQUEST

Version 08052025

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: _____

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

SFD Contact (if applicable): _____

Design Professional's Seal (if applicable)

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

Additional SFD or SDCI permit(s) may be required: ☐ No ☐ Yes _____

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

- | | |
|---|--|
| <input type="checkbox"/> Customer notified of decision via letter | <input type="checkbox"/> For SDCI permits, Plan Reviewer directs customer to include form as sheet(s) in plan set. |
| <input type="checkbox"/> Billing processed & included w/letter (if applicable) | <input type="checkbox"/> For SFD Op permit, inspector creates non-standard conditions in the Permits DB. Permit Supv adds remark to permit info/conditions "SEE APPROVED SFD CODE ALT YY-## AND ATTACHED CONDITIONS" |
| <input type="checkbox"/> Combined form/attachments saved to SharePoint | <input type="checkbox"/> SysTest AS3 updates First Due and TCE according to process document |
| <input type="checkbox"/> Code alternates log updated, copies to Admins | |
| <input type="checkbox"/> Permit Tech stores in green folder (Eng) or permit folder (SHU/CC) | |