



December 19, 2024

**RE: INFORMATION FOR 2025 INCLUDING FEE CHANGES, SMOKE CONTROL/DAMPER PILOT PROJECT MANDATORY IMPLEMENTATION, AND INVITATION TO “SERVICE TAG REQUIREMENT WORK GROUP”**

Dear Stakeholder,

The Seattle Fire Department (SFD) is writing to share information with you about a small set of program changes coming in 2025. This letter is being sent to contractors who employ SFD certified technicians, as well as technicians holding affected certifications.

**Transitioning to Mandatory Usage for TCE Acceptance Tests for new Smoke Control Systems and Dampers** The pilot of new TCE Acceptance Tests for smoke control systems and fire damper/smoke damper/combo fire and smoke dampers is ending on December 31, 2024. Mandatory usage of these forms commences for projects seeking SFD “final okay” on January 1, 2025, or later.

The purpose of these changes is to ensure that the system inventory and essential construction documents are uploaded to our system of record for use by the Fire Department, the building owner, and the building owner’s contractor when future annual testing and maintenance is performed. The forms also require installers to acknowledge that they followed basic requirements from the Fire Code and NFPA standards. SFD is not introducing new inspection requirements with these forms. Please review the following information to help ensure you have the knowledge and resources needed to navigate this process.

- a. [TCE Acceptance Test FAQ](#)
- b. [Damper Testing Info Sheet for Contractors](#)
- c. [Certification options for smoke control and damper](#) technicians and contractors
- d. [Letter from Fire Marshal to Building Owners](#) (contractors can print and distribute to customers)

If you have questions about this process, please contact us well before you are seeking SFD inspection sign off, so that we can help you avoid project delays. Please direct questions on smoke control and dampers acceptance testing/annual testing to [SFD\\_FMO\\_data@seattle.gov](mailto:SFD_FMO_data@seattle.gov).

**Invitation to Work Group to Design Minimum Mandatory Requirements for Systems Tags in Seattle** [Administrative Rule 9.02](#), Section 6 creates minimum requirements for the information included on service tags. This information is important to our responding fire fighters. We have communicated many times with individual contractors and in our periodic industry updates about non-conforming service tags. In 2025, SFD plans to convene a stakeholder group to re-confirm or propose updates to the tagging requirements. If you would like to have a voice in this work, please email Lt. Chris Canez at [SFD\\_FMO\\_SystemsTesting@seattle.gov](mailto:SFD_FMO_SystemsTesting@seattle.gov) by January 15, 2025.

**Updated Administrative Rule 9.01 Related to Alternative Extinguishing Systems Certification (E-Series)**

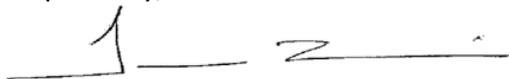
The State Building Code Council continues to modify its amendments to 2021 IFC 904.1.1, which is creating different requirements for pre-engineered kitchen hood suppression systems vs. engineered suppression systems industrial or other applications. In an effort to keep our certifications aligned with the State's language, and also to provide the maximum benefit for our technicians who may have ICC/NAFED certification but not have NICET Special Hazards II, SFD is modifying our E-series certificates. We support the SBCC in seeking to ensure that Section 904.1 certification requirements allow a sufficient number of qualified individuals to do the volume of work required in Washington. Please see Section 6 of [Proposed Administrative Rule 9.01.24](#) which was approved by the Fire Code Advisory Board on December 10, 2024, and will take effect at the end of the month.

**Updated Administrative Rule 9.02 Related to Confidence Testing – Changes to Tagging Locations for Kitchen Hoods and for Dampers** Based on feedback from industry regarding the lack of a good location for placing a physical tag on dampers, SFD has removed the requirement for tagging of dampers. We will instead use TCE to monitor the status of dampers. We have also updated the location for services tags for range hood systems. These were previously required to be at the “control valve of extinguisher or cylinder” and can now be “on the agent supply tank or pull device”. Please see Section 7, Table 2, of [Proposed Administrative Rule 9.02.24](#) which was approved by the Fire Code Advisory Board on December 10, 2024, and will take effect at the end of the month.

**2025 Fee Increases** The Mayor and City Council have completed their budget process for 2025-2026. The adopted budget includes a \$5 fee increase for submitting systems test reports to TCE (from \$30 to \$35). Fees cover a portion of the cost of administering this program. The new fee takes effect for reports submitted on or after January 1, 2025. This is the first fee increase since the program was introduced in Seattle in 2017. Certification fee increases were also approved. Certification exams will be \$515 and are only required once every three years. Renewals (required in years you don't sit for exams) will remain free of charge. Certification exams fees were last raised in 2019. See all changes here: [SEATTLE CITY COUNCIL - Record No: CB 120888](#)

We are grateful to our systems testing companies and technicians for their ongoing contributions to fire prevention and fire safety. If you have questions or feedback, you may contact Fire Prevention Director Karen Grove at [karen.grove@seattle.gov](mailto:karen.grove@seattle.gov). With best wishes for safe and happy holidays to you and your families,

Respectfully,



Assistant Chief Timothy J. Munnis  
Fire Marshal  
TM:KG