



**Seattle Fire Marshal's Office**  
220 3<sup>rd</sup> Avenue South, 2<sup>nd</sup> Floor  
Seattle, WA 98104  
[SFD\\_FMO\\_StaffAssistant@seattle.gov](mailto:SFD_FMO_StaffAssistant@seattle.gov)

## **CODE MODIFICATION OR ALTERNATE REQUEST**

Version 08152025

**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

SFD or SDCI permit(s) may be required. This project may need: \_\_\_\_\_

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) |  |