



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 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

Design Professional's Seal (if applicable)

Fire Sprinkler System:

Partial Yes No

Full Yes No

SFD Contact (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

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

- Customer notified of decision via letter
- Billing processed & included w/letter (if applicable)
- Combined form/attachments saved to SharePoint
- Code alternates log updated, copies to Admins
- Permit Tech stores in green folder (Eng) or permit folder (SHU/CC)
- For SDCI permits, Plan Reviewer directs customer to include form as sheet(s) in plan set.
- 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"
- SysTest AS3 updates First Due and TCE according to process document