



# City of Seattle

ACQUIRED STRUCTURE TRAINING - REQUEST TO USE

Date

Dear ,

This letter is a follow-up to your conversation with  regarding the possibility of allowing the Seattle Fire Department to use the buildings currently addressed as:

With your approval, we would like to use these building(s) for destructive training. This training can include building construction principles, forcible entry, ventilation, fire attack methods, and firefighter survival techniques.

During the time frame we use the property, we will be responsible for securing the building(s) to prevent illegal entry after each training day. We take responsibility for any injuries to our personnel during this training.

The property will be returned to your control on  when the Seattle Fire Department Training Division ceases operations at the location. The buildings will be deemed unusable once the Fire Department training begins.

This training can be discontinued at any time, and for any reason, by order of the Chief of Training. The Seattle Fire Department does not have any obligation to completely demolish any structure. The law also requires that we have the following before we use the building(s) for training purposes:

- Written permission from the owner(s) or legally delegated representative. (Hold Harmless)
- A document proving legal ownership (deed, copy of tax statement, etc.)
- A copy of the certified asbestos survey and proof of asbestos removal for all addresses.
- A copy of the demolition permit.
- Short permission letter that states the following:
  - There will be no damage insurance on the training structure(s) as of the date of the first day of training.
  - Statement that accepts the criteria noted above regarding the return of the property to your full control.

The permission letter and other required paperwork can be faxed to 206-763-3500 or e-mailed to [SFDInServiceTraining@seattle.gov](mailto:SFDInServiceTraining@seattle.gov). If you need any additional information, or have any questions, please feel free to call Captain Flanagan, In-Service Coordinator at 206-386-1772.

Very truly yours,

Deputy Chief Melissa Kennedy, Chief of Training  
Seattle Fire Department