



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

REQUEST TO DECOMMISSION FIRE PROTECTION SYSTEM

Version 05082025

SUBMITTAL INSTRUCTIONS: Complete Sections 1-4 and submit to email above.
Decommissioning request review fee is \$248/hr, 1-hr minimum.

SFD Decomm # ____ - ____
(SFD will assign number)

SECTION 1: SYSTEM TYPE

Please check one of the following options and provide permit information if applicable.

- ☐ Fire Alarm ☐ Standpipe ☐ Hood Suppression
☐ Sprinkler ☐ Occupant Hose Lines ☐ Other: _____

SECTION 2: APPLICANT INFORMATION

Contact Name: _____ Request Date: _____

Company Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Relationship to Building:

- ☐ Owner ☐ Property Manager ☐ Contractor
☐ Other _____

Are you authorized to sign this form on behalf of the
Financially Responsible Party? ☐ Yes

Financially Responsible Party ☐ Same as Contact
Name: _____

Mailing Address: _____

SECTION 3: 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

Is the building sprinklered throughout, including the room or area
where the system proposed for decommissioning is located?

☐ Yes ☐ No

SECTION 4: CODE PROVISIONS AND REASON FOR REQUEST

4.1. Demolition Permit from Seattle Dept of Construction and Inspections (SDCI). Check one box and follow instructions.

☐ I have an SDCI demo permit to demolish an entire building or space where my fire protection system(s) are located. The following systems will be removed: _____. Permit #: _____. *Stop here, you do not need separate SFD approval to decommission your systems, and do not need to fill out other sections of this form. Please return this form to SFD_FMO_StaffAssistant@seattle.gov. There is no charge for submitting this form to SFD.*

☐ I have an SDCI demo permit, however part or all of my fire protection system is located outside of the space that is approved by SDCI for demolition. Demo permit # _____. Anticipated date of demolition: _____. *Complete and return this form along with copy of your permit, if available, to help reduce our review time.*

☐ I do not have a demo permit because this request is not related to demolition. *Complete and return this form.*

4.2. Was this system required under the code in effect when the building was built and/or the system installed, or was this a voluntary installation? Please provide code citations and project-specific information to justify your answer. Attach original plan set, plan review letter, permit, or other information to help document your explanation.

(CONTINUED ON NEXT PAGE)

SECTION 4: REQUEST DETAILS (CONTINUED)

4.3 Describe what has been changed in the building to make this system no longer required.

4.4 For Hood Suppression Systems:

- Is there currently cooking or other equipment or appliances being protected under the hood? ☐ Yes ☐ No
If yes, please include a description of appliances. _____
- Have gas lines been capped and/or electrical locked out? ☐ Yes ☐ No

4.5 For Occupant-Use Hose Lines 2021 SFC 901.8.2

- Is the building provided with a Class I standpipe system having outlets compatible with Seattle Fire Department fittings? ☐ Yes ☐ No
If yes, describe how you determined the standpipe outlets are compatible with SFD fittings.

4.6 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.

4.7 Attestation

If this request is approved, I understand that decommissioning is approved only as described in Section 5, and I agree to notify SFD when decommissioning is complete. I further attest that, if I am not the building owner, I have permission from the building owner to seek this approval from SFD.

Name

Signature

SECTION 5: CONDITIONS FOR DECOMMISSIONING (TO BE COMPLETED BY SFD)

- **System shall not be decommissioned prior to obtaining SFD approval (below).**
- **Decommissioning work must be completed within _____ days** after decommissioning is begun. Notify SFD_FMO_StaffAssistant@seattle.gov of completion of work and attach photos.
- **SFD will verify completion of decommissioning** by reviewing photos attached with email (no charge) and may in some cases require field inspection to verify (flat fee of \$248).

Upon approval to decommission the system, the following work must be completed:

☐ Or see attached conditions

☐ Or refer to standard conditions below, if boxes are checked

☐ **Hood Suppression Systems – Conditions for Suspension of Required Maintenance During Temporary Period of Non-Use.** All appliances shall be removed from under the hood suppression system prior to discontinuation of maintenance. The hood suppression system(s) shall be labeled with a red sign with white letters at least one-inch tall stating: SYSTEM OUT OF SERVICE. BY ORDER OF FIRE MARSHAL, THIS SYSTEM SHALL NOT BE USED. The person submitting this form is required to send a letter to the Fire Marshal within four weeks of approval date below. The letter must confirm that this work has been completed and be accompanied by a photo showing the hood system and signage. Send letter to SFD_FMO_StaffAssistant@seattle.gov. No inspection or fee for processing this letter.

☐ **Occupant Hose Lines – Conditions for Removal (2021 SFC 901.8.2).** Hoses shall be removed and discarded. Any hose cabinet shall be labeled with a red sign with white letters at least one-inch tall stating: SYSTEM DECOMMISSIONED. BY ORDER OF FIRE MARSHAL, THIS SYSTEM SHALL NOT BE USED. The person submitting this form is required to send a letter to the Fire Marshal within four weeks of approval date below. The letter must confirm that this work has been completed and be accompanied by a photo showing any hose cabinets and signage. Send letter to SFD_FMO_StaffAssistant@seattle.gov.

SECTION 6: SFD APPROVALS (TO BE COMPLETED BY SFD)

Field Observations: Include information to support recommendation for approval or denial of request.

Fire Inspector or FPE* _____ ☐ Support ☐ Deny Billable Time (h:m) _____

Captain of Unit or FPE Supervisor* _____ ☐ Support ☐ Deny Billable Time (h:m) _____

Code Development Coordinator _____ ☐ Support ☐ Deny

* Do not bill for hours on this form, for which an FPE has entered hours in Accela for a plan undergoing review.

SECTION 7: FIRE MARSHAL DECISION

☐ Approved with Conditions (See Section 5) ☐ Denied

Fire Marshal _____ Date _____

SECTION 8: VERIFICATION OF COMPLETION OF WORK (to occur after system has been decommissioned)

☐ Approved ☐ Problems Found (see below) ☐ If inspection occurred, bill \$248 for inspection

SHU CAPTAIN _____ Date _____

SECTION 7: FPD ADMIN STAFF USE ONLY

- ☐ Customer notified of decision via letter and this form
- ☐ Combined form/attachments saved to SharePoint

- ☐ Decomm log updated, copies to Admins including Eng Permit Tech if related to a construction permit
- ☐ BSA Team has updated TCE and First Due to reflect system decomm