



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

**EXCEPTION REQUEST:
 FIRE PROTECTION SYSTEM
 MAINTENANCE IN VACANT BUILDING**

Version 07192024

SFC 311 Request # ____ - ____
(SFD will assign number)

SUBMITTAL INSTRUCTIONS: Complete Sections 1-4 and submit to email above

Use this form to request an exemption from inspection, testing, and maintenance requirements for certain fire protection systems located in vacant buildings (2018 Seattle Fire Code 311.2.2).

SECTION 1: SYSTEM TYPE

The fire code requires systems in vacant buildings to be maintained in operable condition at all times. Please check the type(s) of systems for which you would like an exemption to these requirements.

- Fire Alarm Stand Pipe
 Sprinkler Other: _____

SECTION 2: REQUESTOR INFORMATION

Contact Name: _____ Request Date: _____

Company Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Relationship to Building:
 Owner Property Manager Contractor
 Other _____

SECTION 3: BUILDING INFORMATION

Building /Premises Address: _____

Building/Premises Details ([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

Describe the portion of the building that is to be kept vacant or indicate whether the whole building will be vacant:

SECTION 4: SAFEGUARDING VACANT PREMISES

4.1 Describe security of premises. How are interior and exterior openings protected to prevent entry by unauthorized individuals?

4.2 Document whether all combustible material and debris have been removed from the premises. Combustible materials include furniture, equipment, office supplies, inventory, stock, janitorial supplies, books, and vehicles. Built-in shelving and carpet do not need to be removed. Cooking appliances and heavy equipment do not need to be removed if they are fully disconnected from gas and electrical.

4.3 Document whether all hazardous materials have been removed from the premises. Persons owning or having charge or control of a vacant building containing hazardous materials regulated by Chapter 50 of the Seattle Fire Code must comply with the facility closure requirements of Seattle Fire Code Section 5001.6.

(CONTINUED ON NEXT PAGE)

SECTION 4: REQUEST DETAILS (CONTINUED)

4.4. Document whether all openings, joints, or penetrations in fire-resistance-rated assemblies are protected in accordance with Seattle Fire Code Chapter 7.

4.5. For requests regarding buildings where only a portion of the building is vacant: Document whether all fire-resistance-rated partitions, fire barriers, and fire walls separating vacant tenant spaces from the remainder of the building are maintained in the condition designed.

I have attached supporting documents (optional).

SECTION 5: RESPONSIBLE PARTY ATTESTATION

I am the owner or responsible party for the building listed in Section 3. I understand that if my request is approved, I will have the following obligations under the Seattle Fire Code:

- Vacant premises must be maintained secure at all times with measures in place to prevent unauthorized entry (SFC 311.2.1)
- Vacant premises must be kept free of all combustible materials and debris (SFC 311.3).
- Vacant premises must be kept free of hazardous materials (SFC 311.4)
- All openings, joints or penetrations in fire-resistance-rated assemblies must remain protected in accordance with Seattle Fire Code Chapter 7. Fire-resistance-rated partitions, fire barriers and fire walls separating vacant spaces from occupied spaces must be maintained and in the condition as designed.

Date _____ Signature of owner/responsible party _____ Printed name of owner/responsible party _____

Responsible party is same as requestor in Section 2.

If building owner/responsible party is not the requestor in Section 2, provide contact information:

Mailing address:

Phone: _____ Email: _____

SECTION 6: REVIEW AND RECOMMENDATIONS (TO BE COMPLETED BY SFD)

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

SFD Conditions for Approval: Or see attached

SFD Recommendations and Approvals

Fire Inspector or FPE _____	<input type="checkbox"/> Support	<input type="checkbox"/> Deny
Captain of Unit or FPE Supervisor _____	<input type="checkbox"/> Support	<input type="checkbox"/> Deny
Code Development Coordinator _____	<input type="checkbox"/> Support	<input type="checkbox"/> Deny

SECTION 7: FIRE MARSHAL DECISION

Approved Approved with Conditions (See Section 6) Denied

Fire Marshal _____ Date _____

SECTION 8: FPD ADMIN STAFF USE ONLY

- | | |
|---|--|
| <input type="checkbox"/> Customer notified of decision via this form | <input type="checkbox"/> BSA Team has updated TCE and First Due to reflect permission to not maintain system decommissioning (also inactivate the system to prevent notices) |
| <input type="checkbox"/> Combined form/attachments saved to SharePoint | <input type="checkbox"/> SFC 311 Log updated with decision |
| <input type="checkbox"/> Print & file signed copy to SFC 311 binder in ASA office | |