

# FIRE PROTECTION SYSTEM EMERGENCY REPAIR NOTIFICATION

The purpose of this document is to provide notification to the Fire Department that an emergency repair is being conducted on a Fire Protection system. Emergency repair shall be defined as work needed to correct unplanned impairments and to restore the fire protection system to proper working order. The Contractor shall submit this form to the Spokane Fire Department by email, fax or hand delivery to avoid potential permit penalties. Where the scope of work requires a permit with the Spokane Fire Department (see below), it shall be applied for no later than the next full working day following submission of this notification.

44 W. Riverside Avenue  
Spokane, WA 99201-0189  
509.625.7000  
509.625.7006 Fax  
sfdservicereports@spokanefire.org  
www.spokanefire.org



**NOTE:**  
**THIS IS NOT A PERMIT APPLICATION**

Date of Repair : \_\_\_\_\_

All fields must be completed. If not applicable, please mark with N/A

Date Submitted: \_\_\_\_\_

### SITE INFORMATION

<b>BUILDING/SITE NAME:</b>			
<b>BUILDING/SITE ADDRESS: #</b>	<b>DIRECTION</b>	<b>STREET NAME</b>	<b>ZIP</b>
<b>MAILING ADDRESS:</b>			

### OCCUPANT / TENANT INFORMATION

<b>TENANT NAME:</b>			
<b>CONTACT NAME:</b>		<b>PHONE:</b>	
<b>ADDRESS:</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>

### FIRE DEPARTMENT REGISTERED CONTRACTOR PERFORMING WORK

<b>NAME:</b>			
<b>ADDRESS:</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>PHONE#:</b>	<b>FAX#:</b>	<b>E-MAIL:</b>	
<b>CONTACT:</b>			

**SYSTEM TYPE:** Sprinkler  Alarm  Standpipe  Other

**PROJECT NARRATIVE:** (Including *specific* scope, building, floor, suite, system, and location of work)

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**Examples of Emergency Repair Work needing a permit:** Replace riser valves, PIVs, backflow preventer; Replace 6 or more sprinkler heads or fire alarm devices; Relocate devices changing spacing or coverage; Replace fire alarm panel; Replace/repair wiring; Replace piping (6 or more fittings).