

**Seattle Fire Department Permit Application**

**Code 1102**

**Open Flame/Flame Effects (Single Event), Temporary**  
**(NOT FOR LPG (PROPANE) USE, NOT FOR FOOD VENDING)**



**Permit Fee: \$220.00**

TO BE COMPLETED BY PERMIT APPLICANT (PLEASE PRINT)

|   |                        |      |
|---|------------------------|------|
| FIRM/APPLICANT NAME:  |                        |      |
| MAILING ADDRESS:  | SUITE:                 |      |
| CITY:   | STATE:                 | ZIP: |
| EVENT TITLE:  |                        |      |
| EVENT ADDRESS:  |                        |      |
| SET-UP DATE(S):   | SET-UP TIME(S):        |      |
| EVENT DATE(S):  | EVENT START TIME(S):   |      |
| CONTACT PERSON:   | ON-SITE CONTACT:       |      |
| PHONE NUMBER: (      )  | PHONE NUMBER: (      ) |      |
| E-MAIL ADDRESS:   | E-MAIL ADDRESS:        |      |
| TYPE OF PERMIT: CANDLES <input type="checkbox"/> FIRE ACT** <input type="checkbox"/> OTHER <input type="checkbox"/> _____ |                        |      |

**Please include a check made payable to the CITY OF SEATTLE with this application.**

**\*\* Note regarding Fire Act:** Evidence of insurance coverage approved by the City of Seattle Office of Risk Management must be submitted with this application. More information about insurance coverage is available on the website at <http://www.seattle.gov/fire/FMO/feechanges/FirePerformanceChanges2017.pdf>. A completed *Fire Performance Event Notification Form* must be submitted with this application, and for each subsequent fire performance by email to the Fire Marshal's Office. The form is available on page 2 of this application, also on the website at <http://www.seattle.gov/fire/FMO/SpecialEvents/SEHome.htm>.

Permit applications may be submitted in person weekdays from 8:00 a.m. to 4:30 p.m., or mailed to:

Seattle Fire Department  
Fire Marshal's Office – Permits  
220 Third Ave S, 2<sup>nd</sup> Floor  
Seattle, WA 98104-2608

To pay with a Visa or Master Card: Fax or email this application  
**THEN CALL US TO CONFIRM RECEIPT AND MAKE PAYMENT**  
Tel: (206) 386-1450 / Fax: (206) 386-1348  
E-mail: [permits@seattle.gov](mailto:permits@seattle.gov)

**PAYMENT MUST ACCOMPANY ALL APPLICATIONS. PAYMENTS RECEIVED LESS THAN 10 DAYS PRIOR TO THE EVENT WILL BE ASSESSED A LATE FEE EQUAL TO 50% OF THE ORIGINAL PERMIT FEE.**

**FMO OFFICE USE ONLY:**

|   |  |  |
|---|--|--|
| Approved by:  | Date:                                      |  |
| <b>Permit cc:</b>   |  |  |
| <input type="checkbox"/> Cancel, refund requested (Approval attached) | <input type="checkbox"/> Cancel, no refund | Reason:                      Initials: |
| Application ID#   | Check No.:                                 | Receipt No.:                           |





**Seattle Fire Marshal's Office**  
220 3<sup>rd</sup> Avenue South, 2<sup>nd</sup> Floor  
Seattle, WA 98104  
(206) 386-1450

**FIRE PERFORMANCE**  
**EVENT NOTIFICATION FORM**  
For Use with an SFD 2511/1102 Flame Effects Permit

**SECTION 6: SAFETY DETAILS**

The following fire control methods will be present:

Required: At least two pressurized water, Class 2-A extinguishers and two Class 10-BC extinguishers shall be provided, in addition to those required by SFC 906 for the building placed so that at least one each is located on opposing sides of the performance where flame effects are used.

- Water spray can
- Wet towels
- Trained safety staff
- Other (specify): \_\_\_\_\_

Performance extinguishing method:

- Burn out
- Wet towels
- Smother

When the performance is complete, the used fire devices will be:

- Returned to their original container/carrying case
- Wrapped up in a tarp
- Other (specify): \_\_\_\_\_

**INSTRUCTIONS FOR SUBMITTING THIS FORM TO SFD**

Email this form and all required supporting materials to [SFD\\_FMO\\_SpecialEvents@seattle.gov](mailto:SFD_FMO_SpecialEvents@seattle.gov) at least five business days prior to each fire performance. You may also provide the documentation in person or by US Mail. Documentation must be received **at least five business days prior to each fire performance**. The Fire Marshal's Office is staffed Monday through Friday from 8 am to 4:30 pm. If this is an emergency, please dial 9-1-1.