Attention Partners in Fire Safety:

The Spokane Valley Fire Department sends out general information to contractors working in our jurisdiction and makes this information available on our website. This is to address issues that have come up, provide information on code changes or policy changes, and to inform contractors about upcoming items. If you have any questions on the information presented here, please contact our office.

Current Fire Codes

The City of Spokane Valley, Liberty Lake, Millwood, and Spokane County will adopt the 2021 International Fire Code (IFC) with State amendments on July 1, 2023. The NFPA Standards referenced in that code are the version at the time of publication (i.e., NFPA 13-2019, NFPA 72-2019).

SVFD Administrative Building Procedures

The Administrative Building is open Monday – Friday from 9:00am to 4:00pm.

Prevention Department appointments are by schedule only. Drop-ins will be provided contact information for the appropriate individual to set up an appointment.

- To schedule, send an email to inspections@spokanevalleyfire.com, or leave a message at 509-892-4153 on the Inspections Request line with the appointment request. You will receive a call back to finalize the details of the appointment.
- Appointments are 30 minutes with the last appointment of the day scheduled no later than 3:30pm.
- Provide the following information for your appointment:
  - Contact information
  - Address or parcel number (permit number if assigned)
  - Basic details such as primary question. Supply any relevant documents.

Permits – New Contractor Portal

Electronic Permit Submittals

All life safety permits shall be submitted through the new contractor portal: SVFDpermits.com

Each individual will need to create a personal log-in. Be sure to register with your company as this allows all registered individuals to access all related permits for a specific company.

When creating your permit be sure to include any separate suite numbers. This will prevent confusion when any associated inspection requests are made. Be sure to create the correct permit type or we will be unable to process. (Ex. anything to do with fire alarm, even if just a dialer, is a Fire Alarm Permit.) Underground Fire Mains now have a separate permit, but all other fire suppression system related items would be Fire Suppression Permits. All tanks are considered Hazardous Material (new installation) or Underground Tank Removal (whether above or below ground). Please do not use “Other” unless directed to do so by our office.
With the new system you will calculate fees using dropdown menus and add-ons. When submitting a multi-building project be sure to include additional inspections. Each permit includes inspections for a single building. For each additional building additional inspections will be required. (Ex. Fire suppression is typically 2 per additional building with fire alarm 1 per additional building.)

If any associated and required permits have not been issued or received your permit will be noted as Incomplete with a corresponding note to explain. (Ex. If there is no Underground Fire Main permit or if the Building permit has not been issued.)

Providing a clear and detailed work scope aids in processing your permit.

**Calls for Inspections**
Inspection requests shall be made via the contractor portal: SVFDPPermits.com. Use the address and permit number to create the request. 48-hr advance notice is still required.

Be very specific on what type of inspection is being requested and whether it is a partial so that sufficient time may be allotted. If the inspection is to be a combination be sure that the other relevant contractors (including the General) schedule their inspections within the same time slot.

Final installation forms are required for project closeout. (Some commonly used forms are available on our website: www.spokanevalleyfire.com)

**Some Reminders**

**Third Party Web-based Inspection Program – IROL**
As of January 1, 2019, all Life Safety System inspection reports are required to be submitted via the web-based portal to IROL. [https://www.inspectionreportsonline.net/] Service Providers will need to register on-line at the above link. Just click on “Service Provider” under “IROL Entities” then click “Register”. Our AHJ Number is: WAA11372.

Please also remind building Owner’s or their designated representative that this new platform meets the requirement that Life Safety System inspection reports be submitted to the local fire department per RCW 19.27.031 WAC 51-54A Section 107.3.

In closing, thank you for your continued cooperation, dedication, and commitment to safety. Spokane Valley is a safe city thanks to you and the conscientious professionalism you provide.

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Brett Anderson, Deputy Fire Marshal
Spokane Valley Fire Department