October 2021

Spokane Valley Fire Department (SVFD) Notice

**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, and Spokane County adopted the 2018 International Fire Code (IFC) with State amendments on February 1, 2021. The NFPA Standards referenced in that code are the version at the time of publication (i.e., NFPA 13-2016, NFPA 72-2016).

**SVFD Administrative Building COVID-19 Procedures**

The Administrative Building is open Monday – Friday from 9:00am to 4:00pm. All members of the public are required to wear a mask while in the building. There is a required health check and sign-in sheet in the lobby that must be completed prior to entering the reception area or Fire Commissioners room.

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

Plan review appointments are as follows:
- Tuesdays between 2:00pm and 5:00pm with FPE (EIT) Morrell
- Wednesdays between 2:00pm and 5:00pm with FPE Harvey
- Walk-ins are welcome on Thursdays:
  - 10:00am – 2:00pm  Spokane Valley Fire Department Administration
    2120 N Wilbur Rd, Spokane Valley
  - 2:00pm – 5:00pm  Spokane Valley City Hall
    Community and Public Works Department
    10210 E. Sprague Ave, Spokane Valley
- To schedule, send an email to inspections@sppokanevalleyfire.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 4:30pm.
- Provide the following information for your appointment:
  - Contact information
  - Address or parcel number (permit number if assigned)
  - Basic details such as primary question and any relevant documents
Permits – Easier Payment & Quicker Self Issuance

There is now an option to pay for permits issued through Spokane Valley online and issue the permits yourself.

The City of Spokane Valley, through their SmartGov permit software, allows contractors to create their own portal accounts so they can not only pay for their permit online and direct issue; they can also look at inspection progress and review status.

By creating a portal account, you can take out the middleman of the City to receive payments and issue & email your permits.

If you are interested, the attached guide will help you set up the account. Once set up, it will notify Lisa Oedewaldt at the permit center, who can combine your existing contacts with the portal contact giving you inside access to your permits.

If you have questions about the setup, you can reach out to her, via email, at loedewaldt@spokanevalley.org

New Programs

Minor Revision Inspection Only Permit

For a project that SVFD considers a minor revision, an inspection only permit is available. This permit may be submitted using the Express/Minor Revision Permit application found on the website under Forms; just mark the Minor Revision box. This permit may be paid for with a credit card through our website. The following project types may be considered for this permit type.

- Fire Alarm Systems:
  - Addition of a communicator or dialer.
  - Addition of up to 5 devices where a 24-hr battery test is not required.
- Fire Suppression Systems: Addition of 9 or fewer sprinklers not involving hydraulic calculations.
- Class 1 Kitchen Hood Suppression Systems: Addition of up to 3 nozzles.

Express Permit

For a project that qualifies for the Express Permit an appointment will need to be scheduled in advance and the submittal provided for review via a flash drive. The fees for an Express permit will be the standard permit fees, plus an additional fee of $88.00. Payment is required upon completion of the review either with check or a credit card utilizing the link on the application. Use the Express/Minor Revision Permit application on the website under Forms; just mark the Express Permit box. The following project types may be considered for this permit type.

- Fire Alarm Systems: Addition of up to 20 devices on an existing system.
- Fire Suppression Systems: Addition of up to 49 sprinklers on an existing system not involving hydraulic calculations.
- Class 1 Kitchen Hood Suppression Systems: Addition of a basic system consisting of 1 bottle and up to 5 nozzles.
Some Reminders

Third Party Web-Based Inspection Program – IROL
As of January 1, 2019, all Life Safety System inspection reports are 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 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.

Electronic Permit Submittals
Since March 19, 2020, all submittals; life safety systems, buildings, plats, grading permits, and water plans shall be submitted electronically. Provide the Permit Number and/or Address in the subject line; if it is a resubmittal that should also be noted.

Submit via email to: Inspections@SpokaneValleyFire.com. A hyperlink is available on the SVFD website: www.SpokaneValleyFire.com under Permits & Forms and Electronic Plan Submittal and Review. You will receive an email response acknowledging receipt of your submittal.

Calls for Inspections
To schedule an inspection, call 509-892-4153 a minimum of 48-hrs in advance. Please provide the permit number or project address and indicate the type of inspection and desired day and time as well as contact information with name and phone number.

Note: If multiple related inspections are desired; example combining a fire alarm and fire suppression final inspection with a building final inspection; that information must be provided to allow for scheduling of sufficient time by the assigned inspector.

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

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.

Greg Rogers, Fire Marshal
Spokane Valley Fire Department
(509) 892-4123 office
(509) 892-4127 fax
rogersq@spokanevalleyfire.com
GO TO THE CITY OF SPOKANE VALLEY WEBSITE AT WWW.SPOKANEVALLEY.ORG. CLICK ON THE PERMITS ICON AT THE BOTTOM OF THE PAGE.

IN THE PERMIT CENTER PAGE, CLICK ON THE ICON FOR THE ONLINE PERMIT PORTAL.
In the permit portal, you will need to create an account if you do not have one already.

Do not worry about the access code unless you have existing permits you need to connect with online. You can contact the permit center at 509-720-5240 to obtain an access code if you need one.
Now go to your email using the same device and verify your account – if you use a different device it may cause an error.

If you verify and it gives you an error - close out of your web browser, go back to the portal page & log back in.