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 about 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 March 15, 2024. 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 appointment only. Drop-ins will be provided contact information for the appropriate individual to set up an appointment.

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 a suite number for tenant improvements in multi-tenant buildings to prevent confusion. Please also ensure you create the correct permit type, or we will be unable to process. (Ex. Anything related to 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.

For a Kitchen Hood Suppression System, please create a Hood Suppression System permit. Do not create a Chemical Suppression System permit as this is for paint booths and other types of chemical suppression.

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 is necessary to determine the correct fee and process your permit in a timely manner. Include any phasing that could impact the number of inspections. Additional inspections can be paid in advance with the permit.
Inspections
Inspection requests shall be made via the contractor portal: SVFDpermits.com. Use the permit number to create the request. This ensures that the inspections are tied to the correct permit. 48-hr advance notice is still required. To be able to request an inspection through the portal the individual must have both a personal login and be registered with the company.

Apartment complexes consist of multiple buildings identified by letter designations. Life safety systems are submitted under a single permit attached to the Clubhouse, Office, or similar. Upon approval, the permit is attached to each building using a submittal “Accepted – No Review” and a permit number configuration that includes the building designation: (Ex. SVFD-2024-0045-A.) When requesting an inspection, be sure to request using the apartment building letter designation to ensure the inspection is attached to the correct building.

A separate inspection request is required for multiple buildings or inspection types. The inspections may be requested for the same day. When scheduled, they will be staggered to account for the time needed to accomplish. When applicable, be sure to send or have ready a time stamp photo (clearly labeled) of the starting gauge pressure for the inspector.

Example:
- Building A & F Hydro & Cover This is not 1 inspection so is not 1 request.
- Request 4 different inspections:
  - SVFD-2024-0045-A
    - Building A Hydro
    - Building A Cover
  - SVFD-2024-0045-F
    - Building F Hydro
    - Building F Cover

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. Each request must be submitted separately by the contractor. The General will need to call the inspection line: 509-892-4153.

If you do not see the inspection that you’re requesting, or the system will not permit you to request that inspection, please call the Inspection line for help. Do not create an incorrect inspection as this only creates confusion.

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

Website
Be sure to visit our website for 2024 updates: submittal and informational documents. The new fee schedule has been posted.

In closing, thank you for your continued cooperation, dedication, and commitment to safety. Spokane Valley Fire Department’s jurisdictional area is safe thanks to you and the conscientious professionalism you provide.

Brett Anderson, Deputy Chief of Prevention
Spokane Valley Fire Department