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Account Registration:

Go to SVFDPermits.com. Top right corner select "Login or Register".

Select "Register for an account" and then use your work email to create the account. morrella@spokanevalleyfire.com
After you've entered your email address, the following fields will become available to complete your account creation. MAKE SURE TO SELECT "SUBMIT" AT THE BOTTOM WHEN DONE.

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Organization Name</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Organization Street Address</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Office Phone</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Cell Phone</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Opt-in to permit &amp; inspection</td>
<td>Optional</td>
<td>text messages (SMS)</td>
</tr>
<tr>
<td>Password</td>
<td>Yes</td>
<td>Password must be at least 6 characters in length.</td>
</tr>
<tr>
<td>Confirm Password</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Once you submit, you'll need to verify your email address via the auto-generated email that is sent to you.

**LET ME KNOW once you've created your account so that I can add you to the permit that is in process.**
Once you've created your account, you can submit your permit and plans using the 'new construction permit' button.

 Permit Re Submittals:

For Building (BLD), Plats (SHP/FP), and Grading (EGR) permits:
Once you've created your account, and I've notified you that you have been added to the permit in process, on the homepage (SVFDPermits.com) you can select your permit from the "My Permits" section to resubmit plans & manage your permit.
(Sorry I don't have a screenshot of this.)

For all other permits types that were originally submitted to SVFD:
You can select your permit from the "My Permits" section to resubmit plans & manage your permit.
(Sorry I don't have a screenshot of this.)
Request inspections through SVFDPermits.com. On the next page are the inspection types that you can request.

Unless SVFD has conducted an inspection that failed, you will be requesting an initial inspection. If we've been to the site for a cover inspection, and now you want a hydro inspection, that is the INITIAL hydro inspection, so request an initial inspection.
INSPECTION NAME LIST:

- Permit - 24 Hour Pneumatic Test
- Permit - Aboveground Cover
- Permit - Aboveground Hydro
- Permit - Building Acceptance
- Permit - Chemical System Acceptance
- Permit - Compressed Gas Permit
- Permit - Emergency Responder Radio Coverage Acceptance
- Permit - Event
- Permit - Fire Alarm Acceptance
- Permit - Fire Pump Acceptance
- Permit - Fire Suppression Acceptance
- Permit - Fireworks
- Permit - Flow Test
- Permit - HazMat
- Permit - Hazardous Material (Tank)
- Permit - High Piled Combustible Storage
- Permit - Hood System Acceptance
- Permit - Liquefied Petroleum Gases
- Permit - Medical Gas System Acceptance
- Permit - Motor Vehicle Fuel Dispensing
- Permit - Occupancy Acceptance
- Permit - Plat Final Acceptance
- Permit - Standpipe Hydro
- Permit - Standpipe Flow Test
- Permit - Standpipe Acceptance
- Permit - Tents, Canopies & Temp Membrane Structures
- Permit - Underground Cover
- Permit - Underground Fire Line Acceptance
- Permit - Underground Fire Line Flush
- Permit - Underground Fire Line Hydro
- Permit - Underground Tank Removal