FIRE PROTECTION SYSTEM
EMERGENCY REPAIR NOTIFICATION

The purpose of this document is to provide notification to the Fire Department that
an emergency repair is being conducted on a Fire Protection system. Emergency
repair shall be defined as work needed to correct unplanned impairments and to
restore the fire protection system to proper working order. The Contractor shall
submit this form to the Spokane Fire Department by email, fax or hand delivery to
avoid potential permit penalties. Where the scope of work requires a permit with
the Spokane Fire Department (see below), it shall be applied for no later than the
next full working day following submission of this notification.

NOTE:
THIS IS NOT A PERMIT APPLICATION

Date of Repair: __________

All fields must be completed. If not applicable, please mark with N/A

Date Submitted: __________

Site Information

BUILDING/SITE NAME:

BUILDING/SITE ADDRESS: DIRECTION STREET NAME ZIP

MAILING ADDRESS:

Occupant / Tenant Information

TENANT NAME:

CONTACT NAME: PHONE:

ADDRESS: CITY STATE ZIP

FIRE DEPARTMENT REGISTERED CONTRACTOR PERFORMING WORK

NAME:

ADDRESS: CITY STATE ZIP

PHONE#: FAX#: E-MAIL:

Contact:

System Type: Sprinkler Alarm Standpipe Other

Project Narrative: (Including specific scope, building, floor, suite, system, and location of work)

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Examples of Emergency Repair Work needing a permit: Replace riser valves, PIVs, backflow preventer; Replace 6 or more sprinkler heads or fire alarm devices; Relocate devices changing spacing or coverage; Replace fire alarm panel; Replace/repair wiring; Replace piping (6 or more fittings).