

SPOKANE FIRE DEPARTMENT

Over-the-Counter Plan Review and Permits

The process for Over-the-Counter Permits has been established to allow for permit applications that can be reviewed in a short period of time (15-20 minutes). To schedule an appointment for an Over-the-Counter Permit, you **must** call Dave Kokot, Fire Protection Engineer at 625-7056.

Over-the-Counter Procedure

1. Complete the application **in whole** including applicable cut-sheets, calculations, and drawings.
2. Make at least two copies of the drawings (a signed copy must be at the construction site at all times, and one remains with the Spokane Fire Department)
3. Be ready with cash, check, or credit card (VISA, MasterCard) with the Plan Review and Permit fees combined (Allowed for Over-the-Counter ONLY).
4. Come to 44 W. Riverside Ave. and stay until the permit process is completed—about 15-20 minutes.
5. Mailed or drop-off permit applications **will not** be considered for Over-the-Counter.

REMINDER: Work started without a permit will be assessed a double permit fee.

Approved plans and permit must be posted at the work site.

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