



Tacoma Fire Department
Fire Prevention Division 253.591.5740
FAX Number 253.594.7943
3471 S. 35th St. Tacoma, WA 98409
www.tacomafiredepartment.org

Permit Frequently Asked Questions

Q. *Where are you located?*

A. The Fire Prevention Division is located at 3471 S 35th St. Tacoma, WA 98409. We are near the intersection of South 35th and Union Street.

Q. *How do I get a permit application?*

A. You may obtain a permit application in person by visiting us at the Fire Prevention Division located at 3471. S 35th St. Tacoma, WA 98409, or you can download an application directly from this web site. You can also call the Fire Prevention Division at 253.591.5740 and request that an application be mailed, faxed or e-mailed to you. The permit counter is open Monday through Friday, 8:00 A.M. – 4:00 P.M.

Q. *Can I pay with my credit/debit card over the phone or on-line?*

A. We are currently able to process credit/debit card payments over the phone **after** an invoice has been generated. We are working hard to make electronic payments on-line an option in the near future. Payments made at the permit counter should be in the form of checks or money orders made payable to the City of Tacoma.

Q. *How do I schedule an inspection?*

A. Once your permit application has been processed, the Inspecting Officer will call to schedule an inspection. Event permit inspections are not scheduled as the Inspecting Officer will bring the permit to the event and complete the inspection prior to the activity. Activities and operations requiring temporary permits are not allowed to be conducted prior to inspection, approval, and issuance of the permit by a Tacoma Fire Department Inspector.

Q. *How long is my permit valid?*

A. Temporary Permits are valid for 30 days from date of issue and Annual Permits are valid for 1 calendar year from date of issue. Event permits are only valid for the duration of the event.

Q. *My temporary permit has expired. Can I renew it or get an extension?*

A. Temporary permits cannot be renewed after the expiration date noted on the permit. A new temporary permit and inspection must be obtained.

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- Q.** *My annual permit has expired. How can I renew it?*
- A.** You may go online at www.tacomafiredepartment.org and click on the link in the center for “Get a Fire Permit”. You would then choose the permit you need to renew. Once you have completed the application, you may email it to the address listed on the permit, bring it to Fire Prevention Division, or fax it to 253.594.7943.
- Q.** *We've moved. Can you change the address on my permit?*
- A.** No. Permits are not transferable to any operation address other than the one for which they were issued.
- Q.** *I've sold my business. Can you send invoices to the new owner?*
- A.** No. Your permits are not transferable to the new owner of the business. The new owner must obtain a new permit.
- Q.** *I just took over a business that has Fire Department permits. What do I need to do?*
- A.** If you are the new owner of an existing business with Fire Department permits, notify the Permit Section of the Fire Prevention Division at 253.591.5740 as soon as possible. Because permits are not transferable when there is new ownership of a business, we must cancel all existing permits issued to the previous owner and the new owner must obtain their own permit.
- Q.** *How do I cancel a permit I no longer need?*
- A.** If you have determined an existing permit is no longer required, you do not need to cancel the permit as it will expire on its own. After expiration, it will not renew without a new application.
- Q.** *How do I determine if there is an oil tank on my property, and whether or not it has been decommissioned?*
- A.** We do not track requested permits for the removal or decommissioning of an oil tank. However, once a tank has been certified decommissioned, the certificate is sent to our office and recorded. You may call the Fire Prevention Division at 253.591.5740 or submit a Public Disclosure Request to see if we have certification of the decommissioning. If there are no records you may have to contact a professional tank removal company to assist in determining what the status of the tank is. Please see Tacoma Fire Department Information Bulletin **Decommissioning of Residential Heating Oil Tanks** for more information.