

INTERNATIONAL FIRE CODE

Permit Information



3715 Bridgeport Way W
University Place, WA 98466
PH: (253) 566-5656 FAX: (253) 460-2541

PROCESS

Application and permit for an International Fire Code Permit is a three step process.

STEP 1:

Applicant completes and signs top portion of "International Fire Code Permit" application. Application and \$110.00 check (or \$270.00 for Special Fireworks Display) payable to City of University Place shall be mailed to:

City of University Place
Attn: Permits
3715 Bridgeport Way W
University Place, WA 98466

Alternatively, a permit can be applied for by visiting University Place City Hall at the address above. Permit counter hours are Monday, Tuesday, Wednesday and Friday 9:00a.m. – 4:00p.m. or Thursday 9:00a.m. – 3:00p.m.

STEP 2:

Upon receipt of complete application and check, the City will email a receipt to applicant. Once receipt is received, applicant may schedule an inspection. Fire code inspections are performed on Tuesdays and Wednesdays only. Call 253-460-2540 by 3:00p.m. on the business day prior to the requested inspection date.

STEP 3:

Fire Code Official will arrive on the requested inspection date. If final inspection is approved, a Fire Code permit will be left on site. If violations are found, corrections will need to be made and a re-inspection will need to be scheduled.

Please note: The permit will not be closed until inspected and approved by the Fire Code Official.