



## City of Tukwila

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Jim Haggerton, Mayor  
Chris Flores, Acting Fire Chief

Attached is the Fire Department Public Records Request form for  
**FIRE-SPECIFIC REQUESTS.**

*Other City of Tukwila Public Records Requests are handled by the City Clerk's Office. Please contact the City Clerk's Office at 206 433-1800 or [TukwilaCityClerk@TukwilaWA.gov](mailto:TukwilaCityClerk@TukwilaWA.gov) for assistance.*

Once completed, the form can be submitted by choosing one of the following options:

Email the completed form as a PDF to [FireMarshal@tukwilawa.gov](mailto:FireMarshal@tukwilawa.gov)

Fax the completed form to 206 575-4439

Deliver the completed form in person or by mail to:

Tukwila Fire Department,

Attention: Fire Prevention Secretary,

444 Andover Park East, Tukwila WA 98188

A response will be provided in 5 business days (this does not include weekends and State Holidays) to:

1. Make the record available for inspection or copying;
2. Provide an internet address and link on the agency's website to the specific records requested;
3. Acknowledge that the request has been received and provide a reasonable estimate of when records will be available;
4. Deny the request and provide a statutory reason as to why the request is being denied.

If you have any questions, please call 206 575-4407.



CITY OF TUKWILA REQUEST FOR PUBLIC RECORDS

TUKWILA FIRE DEPARTMENT

THIS FORM IS FOR FIRE DEPARTMENT -SPECIFIC REQUESTS ONLY. Other City of Tukwila Public Records Requests are handled by the City Clerk's Office. Please contact the City Clerk's Office at 206 433-1800 or TukwilaCityClerk@TukwilaWA.gov for assistance.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

INFORMATION/RECORDS YOU ARE REQUESTING:

Site Address: \_\_\_\_\_

[ ] Fire Protection Systems Plans Date Range: \_\_\_\_\_

[ ] Fire Inspections/Operational Permits Date Range \_\_\_\_\_

[ ] Underground tanks \_\_\_\_\_

Please make an appointment with the Fire Prevention Secretary at 206-575-4407 to review the files. Due to time constraints, 48 hours notice is required to pull all relevant files.

REQUEST FOR PUBLIC RECORDS WILL BE RESPONDED TO/ACKNOWLEDGED WITHIN FIVE WORKING DAYS (RCW 42.17.320.) PLEASE NOTE: Per RCW 42.17.260(7) requested documents will not be used for commercial purposes, or to provide access to material(s) to others for commercial purposes. There will be a \$0.15 cents per page charge for 8 1/2 x 11" and 8 1/2 x 14" and \$0.30 cents for each 11" x 17". Oversized items will be assessed additional fees (RCW 42.17.260). Payment can be made by check, exact cash, or credit card (MasterCard or Visa only).

PLEASE DESCRIBE IN AS MUCH DETAIL AS POSSIBLE WHAT YOU ARE LOOKING FOR OR NEED COPIES OF: \_\_\_\_\_

FOR OFFICE USE ONLY

COMPLETED on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. BY: \_\_\_\_\_ Requestor VIEWED the following \_\_\_\_\_ files. Requestor PAID FOR \_\_\_\_\_ copies/files.

DATE RECEIVED: \_\_\_\_\_

STAFF INITIALS: \_\_\_\_\_