

Fire Permit Submittal Checklist

General Fire Permits

Planning & Community Development
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This checklist covers all general fire-related permits not covered by the Fire Alarm, Fire Sprinkler, and Kitchen Hoods Fire suppression System permit submittal checklists. This includes work such as fire service mains, fire pumps, smoke control, AES, ERRCS, and generators.

Name _____ City Staff _____

Date _____ Zone District _____

Address(es) or Tax Parcel ID(s) _____

Project Description _____

The following information is needed to submit an application for review. Read each item carefully and provide all applicable information. Submittal items may vary based on your scope of work and property characteristics.

Please review Shoreline Municipal Code (SMC) [15.05.050](#) to learn more about the City's amendments to the International Fire Code (IFC). If you have questions about the City's fire code or submittal requirements, please email the **Fire Marshal's Office** at fmo@shorelinefire.com; their staff can walk you through the requirements.



Incomplete submittals and documents not meeting the standards listed below will not be accepted for review.

Submittal Standards

To submit online, please review the City's [Electronic Permitting handout](#) to find out how to set up an account, submit applications, submit revisions, check on your permit status and more. Electronic submittals are preferred, but if submitting on paper, two (2) copies of all documents are required.

When submitting online, all forms and plans must be in Portable Document Format (PDF). PDFs shall be printed or plotted to PDF, not scans of an image. All PDF plans shall be plotted to scale and include a graphic scale bar. PDFs shall be flattened and unlocked to allow for document mark-up. A 2-inch tall by 3-inch-wide space must be left blank on the cover sheet of all plans to allow for City stamps.

Drawings must be clear, and information must be legible. Documents must be named in accordance with the [City's naming conventions](#). Each document listed below must be uploaded as its own PDF file and may not be combined with other documents.

NOTE: Sprinkler system plans, calculations, and contractors' materials and test certificates submitted to the City shall be stamped pursuant to [WAC 212-80-083](#) including stamps for NFPA 13D, 13R, and 13.

Required Documents

- [Permit Application and Critical Area Worksheet](#)
- Submittal Fee
 - Please reference the [City's fee schedule](#) for current application fees.
- Construction Documents
 - Please review the City's [Construction Documents handout](#), though some requirements may not apply.

Open M, T, F 8 a.m. to 5 p.m.
Open W, Th 1 p.m. to 5 p.m.
Permit processing ends at 4 p.m.

Additional Documents (Possibly Required)

- Cut Sheets
 - Required for underground fire service mains, fire pumps, AES, ERRCS, and generators.
 - Must provide cut sheets for all materials proposed.
- Floorplans and/or Diagrams
 - Required for AES, ERRCS, and generators.
 - Must show, in detail, where equipment will be placed.
 - Must include construction details and attachments.
 - Must show room ratings, if equipment will be housed indoors.
 - For generators, must show air intake and discharge, exhaust design, and installation details meeting NFPA 110.
- Site Plan
 - Required for underground fire service mains.
 - Please review the City's [Site Plan handout](#).
 - Must show where the main will be placed, its depth, and the forms of restraint (at least two forms of restraint required).
- Smoke Control Plan
 - Required for smoke control work.
 - Must include conceptual analysis matching the building permit.
 - Must show panel design and placement.
 - Must include the name and qualifications of the fire protection engineer preparing the plans.
- Other documents as required:
 - _____
 - _____

Additional Permits

These are additional permits that may be required to accompany your Binding Site Plan project application depending on your scope of work.

- [Fire Alarm Permit](#)
 - For the installation of or modifications to fire alarm systems.
- [Fire Sprinkler Permit](#)
 - For the installation of or modifications to fire sprinkler systems.
- [Electrical Permit](#)
 - Modifications to or installation of electrical circuits and fixtures.
 - Permits are through Washington State Labor & Industries (L&I), not through the City of Shoreline.