

Fire Permit Submittal Checklist

Fire Sprinklers

Planning & Community Development
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Shoreline, WA 98133
206-801-2500
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Required for all new fire sprinkler systems or modifications to existing fire sprinkler systems. One Fire Permit is required for each separate sprinkler system.

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](#)
 - Indicate number of sprinkler heads, number of backflow devices and new or existing system in *Project Description* field.
- Submittal Fee
 - Please reference the [City's fee schedule](#) for current application fees.
- Construction Documents

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.

- Please review the City's [Construction Documents handout](#), though some requirements may not apply.
- Must include the following details:
 - Floorplans showing use of each room and the location of each sprinkler head.
 - Full height cross-section with ceiling detail, trusses, attics and interstitial spaces.
 - Type of building construction and the location of all area or occupancy separation walls.
 - Make, type, nominal orifice size, temperature rating and number of each sprinkler type.
 - Total number of sprinklers and approx. capacity (in gallons) of each dry-pipe system.
 - Pipe detail including: type, wall thickness, C-factor, fittings, nominal size and cutting lengths.
 - Type and location of hangers, sleeves, braces and methods of securing sprinklers.
 - Calculation of loads for sizing and details of sway bracing, including attachment to structure.
 - Details of all control valves, alarm valves, check valves, drains and test connections.
 - Current Washington State Sprinkler Certification stamp with an original signature.
- Hydraulic Calculations
 - Hydraulic reference points corresponding to identified points on the drawings.
 - The design density, design area of application and allowances for hose streams.
 - The information to be included on the hydraulic name plate on the riser.
 - Relative elevation of sprinklers, junction points and supply or reference points.
 - A directional flow diagram to accompany gridded system calculations.
 - Cut sheets for heads, piping, check valves and other appliances affecting flow.
- Site Plan(s)
 - Please review the City's [Site Plan handout](#).

Additional Documents (Possibly Required)

- Other documents as required:

- _____
- _____

Additional Permits

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

- [Fire Alarm Permit](#)
 - For the installation of or modifications to fire alarm systems.
- [Fire General Permit](#)
 - For the installation of pumps, tanks, industrial ovens, mains, hydrants, generators and other systems regulated by Shoreline Fire Department.
- [Right-of-Way Use Permit](#)
 - Required for any work within the public right-of-way, such as driveway repaving or revisions.