

Fire Permit Submittal Checklist

Fire Alarms

Planning & Community Development
17500 Midvale Ave N
Shoreline, WA 98133
206-801-2500
pcd@shorelinewa.gov



Required for all new fire alarms systems or modifications to existing fire alarm systems, including AES/Cellular Communicator.

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.

To access this checklist online visit shorelinewa.gov/checklists



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 alarm devices, new or existing system, and if AES/Cellular Communicator is proposed in *Project Description* field."
- Submittal Fee
 - Please reference the [City's fee schedule](#) for current application fees.
- Battery Calculations
- 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:
 - Name, phone number and/or e-mail address of the fire system designer.
 - Building floor plan indicating the locations of each alarm device and the use of each room or area.
 - Ceiling heights and ceiling/roof construction detail with mounting heights of initiating devices and indicating appliances.
 - Point to point wiring diagram indicating the size and number of conductors.
 - The particular address for each device.
 - Source of primary power (dedicated branch circuit with identification and tamper resistance).
 - Details of the monitoring system, type, equipment and monitoring agency.
 - Details for elevator recall or duct detectors, where applicable.
- ☑ Cover Letter
 - Must list the sequence of operation of the fire alarm system and the required reset procedures.
 - UL listing information regarding the compatibility of all devices.
- ☑ Device Cut Sheets
 - Technical specifications and details for each device incorporated into the system.
- ☑ Site Plan
 - Please review the City's [Site Plan handout](#).
- ☑ Wiring Riser Diagram
 - Must show all devices on all circuits, Fire Alarm Control Panel (FACP) power source and ground/location of End of Line Resistor (EOLR).

Additional Documents (Possibly Required)

- ☐ Other documents as required:
 - _____
 - _____

Additional Permits

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

- ☐ [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.