

Fire Permit Submittal Checklist

Fire Alarm System/New Installation

Planning & Community Development
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This checklist covers all the requirements for the installation of a new fire alarm system in a new or existing structure regulated by International Fire Code, NFPA 70 National Electric Code, NFPA 72 National Fire Alarm/Signaling Code and Shoreline Fire Municipal Code. One fire permit is required for each separate fire alarm 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

Applications for this type of permit must be submitted electronically. 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.

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.

New System

This permit applies to new fire alarm systems being designed and installed per current code requirements in a new or existing building. If this does not apply to your project, please refer to the [OVER-THE-COUNTER or Fire Alarm Control Panel Replacement](#) permit requirements to determine if your project meets either of those permit application standards.

Fire alarm systems that are connected to a smoke control system will not be reviewed and approved by the Fire Code Official until a fire protection engineer on record approves the smoke control system and associated system components.

The following items are required at the time of application for any fire alarm permit that does not qualify for an Over-the-Counter or Fire Alarm Control Panel Replacement permit. In addition to the checklist below, any item listed in NFPA 72 7.1 may be required before a permit is accepted for review as per the fire code official. Failure to provide all requested information may result in the rejection of your application.

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](#) and the Fire Alarm System Worksheet, though some requirements may not apply.
- ☒ Contractor Information
- ☒ 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.
- ☒ Cut Sheets
 - Technical specifications and details for each device incorporated into the system.
- ☒ Site Plan
 - Please review the City's [Site Plan handout](#).
- ☒ Wiring diagram including:
 - Battery Calculations

Other documents as required:

- ☐ [Fire Alarm System Worksheet](#)

☐ _____

Additional Permits

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

- ☐ [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.
- ☐ [Smoke Control Permit](#)
 - A separate smoke control permit will be required for buildings that require a smoke control system.
- ☐ [Mechanical Permit](#)
 - For the installation of or modifications to Mechanical systems as it relates to Smoke Control Systems and Fire Alarm Systems.

Inspections

Inspections are scheduled through the Shoreline Fire Department Fire Marshal's Office at inspections@shorelinefire.com. For additional details and inspection requirements, please refer to the conditions attached to your approved permit.

- ☑ At the completion of acceptance testing the final report shall be sent to the Shoreline Fire Marshals Office and be uploaded by the testing contractor into The Compliance Engine at: www.thecomplianceengine.com within **24hours**