

Fire Permit Submittal Checklist

Commercial Kitchen H&D Extinguishing System

Planning & Community Development
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This checklist covers the requirements for the installation of new fire suppression systems in kitchen hoods, or modifications to existing systems as regulated by International Fire Code, UL300, NFPA 17A, NFPA 96, NFPA 10, NFPA 13, NFPA 72 and Shoreline Fire Municipal Code. 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.

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.

A Fire Construction Permit is required to install or modify

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.

A Fire Permit is required to install or modify a **UL 300 Pre-Engineered Kitchen fire-extinguishing System** required by section 105.7.1 of the 2018 WAFC and local amendments. The following information is required at the time of application for the fire construction permit.

Required Documents

- ☒ [Permit Application and Critical Area Worksheet](#)
- ☒ Electronic copy of the ICC/NAFED certificate for Pre-Engineered Kitchen Fire Extinguishing Systems issued to the designer of the system, required per WSFC 904.1.1.

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.

- ☑ 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.
 - Construction drawings must include the following details:
 - Plans signed by the designer of the system
 - Provide an electronic copy of the System Designers current factory training certification issued by the manufacturer of the system
 - Provide an electronic copy or hyper link to the manufacturers design, installation, operation, and servicing manual.
 - Cut Sheets for fire nozzles, valves, connectors, hangers, bracing and tanks
 - Additional mechanical permitting required on the installation of the make-up air unit and the type one commercial hood and duct installation
 - Appliance listings, technical data sheets, and manuals including installation instructions
 - Pigtails when appliances are on wheels (international Mechanical Code 96,507)
- ☑ Plans
 - The following is a list of information required on all plan submittals for review of a "Pre-Engineered Kitchen Fire Suppression System" permit application. The plan shall be drawn to 1/8"=1'-0" minimum scale. The applicant is required to submit all information so an accurate and timely review may be done:
 - Copy of a scaled floor plan showing compliance with e 2018 WSFC 904, including:
 - ☑ System location
 - ☑ Designation of overlapping or appliance specific coverage
 - ☑ Cooking appliances
 - ☑ Plenum dimensions and filter type (V bank, Single Bank)
 - ☑ Duct Dimension
 - ☑ Manual pull station location >10' and <20' from kitchen exhaust system, in egress pathway.
 - ☑ Class K Fire extinguisher type as per manufacturer requirements and location
 - ☑ Note indicating deferred submittal for fire alarm permit if building is so equipped
 - ☑ Note on the plan stating that system shall be designed, installed, serviced, and maintained in accordance with NFPA 17A, NFPA 96, and manufactures instructions. Sequence of operation including fuel/electric/exhaust/makeup air/fire alarm integration.
 - ☑ Note on drawing stating fusible link temperature to be determined by heat tape testing or heat gun method.
 - ☑ Isometric plans showing:
 - Appliance location
 - Type of Nozzle
 - Nozzle location and height over appliances
 - Listed heat detector locations
 - Fusible Link temp settings (after testing), and hood exhaust duct size
 - Add note to the isometric plan stating the terms below (in bold). This isometric plan is required to be laminated and permanently posted on the exhaust hood or the system cabinet.

Information to system owner/operator

Contact your system manufacturer/distributor to locate trained and certified personnel to perform repairs, maintenance, or servicing of the suppression system.

- Certification and signature of system designer on layout drawings and calculations
- Code edition utilized for design of system
- Point of Compass

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.

- ☐ [Building Permit](#)
 - Required for structural or layout changes.
- ☐ [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.
- ☐ [Mechanical/Plumbing Permit](#)
 - Required for new or replacement heating and cooling equipment, new plumbing fixtures (new sinks, tubs, etc.) and gas piping outlets.

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 Marshal's Office and be uploaded by the testing contractor into The Compliance Engine at: www.thecomplianceengine.com within **24hours**

Requirements to be accomplished prior to/at time of final inspection. Please note all items below are required, please check off to acknowledge you have the following:

- ☐ Manufacturers design, installation, operation and maintenance manual on site
- ☐ Installers factory training certification on site at time of final inspection
- ☐ Lamination of approved isometric plan permanently posted at/on the exhaust hood or system cabinet.
- ☐ Wet chemical system acceptance test report filled out by the installer-Found in NFPA 17A Annex
- ☐ Temperature survey utilizing heat tape to verify correct temperature listed heat detectors are installed in accordance with applicable system installation manual. To be verified at final inspection
- ☐ Signed, Electrical permit
- ☐ Fire alarm integration testing shall be performed by a NECET II certified technician.
- ☐ Signed, Mechanical permit