

Fire Permit Submittal Checklist

Underground Fire Service Mains

Planning & Community Development
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This checklist covers all the requirements for new underground fire service main installations or modifications to existing underground fire service mains as regulated by current International Fire Code, NFPA 24, NFPA 13 and Shoreline Fire Municipal Code. One Fire permit is required for each separate fire service main installation.

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.

To access this
checklist online
visit shorelinewa.gov/checklists



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.

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](#)
 - Completing any work related to this permit application without approval from the Shoreline Fire Marshal's Office may result in fines.

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.
- ☑ Plans
 - Plans shall be submitted for approval to the authority having jurisdiction (Shoreline Fire Department), before any equipment is installed or remodeled. Installing any equipment without an approved permit on site may result in fines.
 - Deviation from the approved plans shall require permission of the authority having jurisdiction.
 - All drawings must be to scale and all equipment must be labeled and a corresponding legend is required.
 - Working plans shall be drawn to an indicated scale and include a site plan indicating any changes in grade as applicable, and shall include the following items that pertain to the design of the system:
 - Name of owner
 - Location including street address
 - Point of compass
 - A graphic representation of the scale used on all plans
 - Name and address of contractor
 - Size and location of all water supplies
 - The following items that pertain to private fire service mains:
 - a. Size
 - b. Length
 - c. Location
 - d. Weight
 - e. Material
 - f. Point of connection to city main
 - g. Sizes, types and location of valves, valve indicators, regulators, meters, and valve pits.
 - h. Depth at which the top of the pipe is laid below grade
 - i. Two methods of restraint
 - The working plan submittal shall include manufacturers cuts sheets of all proposed equipment for installation and manufacturers installation instructions for any specialty listed equipment, including descriptions, applications, and limitations for any devices, piping, or fittings.
 - Installation work shall be performed by a fully experienced and responsible person.
 - The authority having jurisdiction shall always be consulted before the installation or remodeling of private service mains.

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 the approved permit.

- ☑ Required inspections for underground fire service mains:
 - Underground verification: two forms of restraint, proper installation as required by NFPA 24.
 - Pressure test of underground fire service main piping at 200PSI.
 - Flushing of underground fire service main piping prior to making connection to in building fire sprinkler system.

- ☑ 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.**