

Fire Permit Submittal Checklist

Vehicle Fuel Fill Stations Fire Permits

Planning & Community Development
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Shoreline, WA 98133
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pcd@shorelinewa.gov



Required for all new Motor Fuel-Dispensing Facilities or modifications to Motor Fuel-Dispensing Facilities including pump/tank and or canopy modifications or additions.

Name _____ City Staff _____

Date _____ Zone District _____ Preapplication Number _____

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](#)
- ☒ 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.

Additional Documents

- ☐ Cut Sheets
 - Required for all fuel dispensing system components including pumps, hoses, nozzles, tanks, and any other fuel system components required per current International Fire Code and NFPA 30A.
 - Must provide cut sheets for all materials proposed.
- ☐ Site Plan
 - Required for new or existing flammable and Combustible Liquid Motor Fuel dispensing facilities
 - Please review the City's [Site Plan handout](#).
 - Site Plan shall include placement of all structures including trash enclosures, fuel pumps, above ground and below ground fuel storage tanks, spill control, canopies, ingress and egress routes, location of all required safety equipment including safety shut-offs, venting lines, and fire life safety equipment.
 - Placement of all required signage per current International Fire Code and NFPA 30A
 - Size of proposed canopies and buildings
- ☐ Other documents as required:
 - _____
 - _____

Additional Permits

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

- ☐ [Fire Alarm Permit](#)
 - For the installation of or modifications to fire alarm systems.
- ☐ [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.
- ☐ [Mechanical 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.