

# Fire Permit Submittal Checklist

## Fire Alarm Panel Replacement

Planning & Community Development  
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This checklist covers all requirements for the replacement of an existing fire alarm panel and or the replacement or elimination of existing fire alarm devices regulated by International Fire Code, NFPA 70 National Electric Code, NFPA 72, National Fire Alarm and Signaling Code and Shoreline Fire Municipal Code. One fire permit is required for each separate fire alarm panel replacement.

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](mailto:fmo@shorelinefire.com); their staff can walk you through the requirements.

To access this  
checklist online  
visit [shorelinewa.gov/checklists](http://shorelinewa.gov/checklists)



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.

### Existing System

This permit applies to the replacement of an existing fire alarm control panel in an existing building that requires replacement. Replacement is defined under two categories. Emergency Replacement: defined as a fire alarm control panel that has been damaged and or has a failure that requires immediate replacement. No Longer Serviceable: defined as a fire alarm control panel that is no longer serviceable due to age and or unable to get parts. **fire alarm control panel replacements are required to be like for like, defined as a Fire Alarm Control Panel that is same Model and Manufacture.**

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.

The following items are required at the time of application for fire alarm control panel replacement. 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.
- ☒ Site Plan
  - Please review the City's [Site Plan handout](#).
  - Site plan must include general building layout and or original drawings if available. Fire alarm control panel Location and device location must be noted on building layout.
- ☒ Cut Sheets
  - Technical specifications and details for each device being installed or replaced.
- ☒ Wiring diagram including:
  - Diagram showing all current (existing), (replacing) and or proposed additional devices.
  - Battery Calculations.
  - Device counts including device key.
- ☒ Summary of work indicating the codes and standards used. Make notes of devices that are required by NFPA 72, [Shoreline Municipal Fire Code/AHJ](#) and any devices being added that are not required by code. Voluntary equipment must be installed as if required. Indicate scope of work to be completed by subcontractors.
- ☒ Contractor Information
  - Provide proof of Prime Contractor's Qualifications (UUFX-tier UL listing or ETL/FM equivalent).
  - Name, phone number and email address of the fire system designer.
  - If there will be a **Change of Prime Contractor** as part of this fire alarm work, include a letter from the subscriber (the responsible party for the building) indicating:
    - ☐ The date when the previous prime contractor's service is ending and when the new prime contractor is taking over.
    - ☐ The new prime contractor's proof of qualification.
    - ☐ The new central station service contractual arrangement.

Other documents as required:

☐

## Additional Permits

These are additional permits that may be required to accompany your fire alarm control panel permit 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.

## Inspections

Inspections are scheduled through the Shoreline Fire Department Fire Marshal's Office at [inspections@shorelinefire.com](mailto:inspections@shorelinefire.com). Inspection requirements are as follows for fire alarm control panel replacements and include replacement and or upgrading of new devices, repairs and or replacement of parts.

- Pretesting of all new or replaced equipment installed including additional or replaced devices.
  - On-site final inspection by a fire department representative including but not limited to testing of all new or replaced devices, confirmation of central monitoring and pre-test report.
- ☑ At the completion of acceptance testing the final report shall be sent to the Shoreline Fire Marshal's Office at: [fmo@shorelinefire.com](mailto:fmo@shorelinefire.com) and be uploaded by the testing contractor into The Compliance Engine at: [www.thecomplianceengine.com](http://www.thecomplianceengine.com) within **24hours.**