

Fire Permit Submittal Checklist

Fire Alarm System (Over-the-Counter)

Planning & Community Development
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This checklist covers all the requirements for modifications to existing fire alarm systems 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 system modification.

Name _____ City Staff _____
Date _____ Zone District _____
Address(es) or Tax Parcel ID(s) _____
Project Description _____

The following information is needed to submit an Over the Counter 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](https://www.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 existing fire alarm systems in existing buildings that require replacement and or upgrades where a portion of the system is being modified to meet current codes and standards or to fix or replace defective parts up to 12 devices. If this does not apply to your project, please refer to the Full Review Fire Alarm permit requirements and Application.

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 any fire alarm permit qualifies for an Over-the-Counter 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](#).
- ☒ Summary of work indicating the codes and standards used. Make notes of devices that are required by NFPA 72, [Shoreline Municipal Fire Code](#) 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.
 - ☐ A new Fire Alarm permit will be required along with updated plans prior to fire alarm review and final inspection.
- ☒ Wiring diagram if applicable to scope of work
 - Diagram showing additional devices or moved devices
 - Battery Calculations if adding additional devices to existing system.

Other documents as required:

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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.

Inspections

Inspections are scheduled through the Shoreline Fire Department Fire Marshal's Office at inspections@shorelinefire.com. Over the Counter inspection requirements are as follows for all Fire alarm TI's, new equipment installations, repairs and or replacement of parts.

- Pretesting of all new 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 Marshals Office and be uploaded by the testing contractor into The Compliance Engine at: www.thecomplianceengine.com within **24hours**