

Fire Permit Submittal Checklist

Fire Pump

Planning & Community Development
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This checklist covers all the requirements for new fire pump installations or modifications to existing fire pumps as regulated by the International Fire Code, NFPA 20, NFPA 70 (NEC), and the Shoreline Fire Municipal Code. One Fire permit is required for each separate Fire Pump.

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.

Plans, cut sheets or other required materials shall be submitted for approval to the authority having jurisdiction (Shoreline Fire Department), before any equipment is installed or remodeled. Installing any equipment without a permit on site may result in fines.

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

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.

- ☑ [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.
- ☑ 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.
 - Installation work shall be performed by a fully experienced and responsible person.

Additional Documents and Requirements

- Deviation from the approved plans shall require permission of the authority having jurisdiction.
- Stationary pumps shall be selected based on the conditions under which they are to be installed and used
- The pump manufacturer or its authorized representative shall be given complete information concerning the liquid and power supply characteristics.
- A complete plan and detailed data describing pump, driver, controller, power supply, fittings, suction and discharge connections, and liquid supply conditions shall be prepared for approval.
- The working plan submittal shall include manufacturer cuts sheets of all proposed equipment for installation and manufacturer installation instructions for any specialty listed equipment, including descriptions, applications, and limitations for any devices, piping, or fittings.
- Plans shall be drawn to an indicated scale, on sheets of uniform size, and shall indicate, as a minimum, the items from the following list that pertain to the design of the system.
 - Name(s) of owner and occupant
 - Location, including street address
 - Point of compass
 - Name and address of installation contractor
 - Pump make and model number
 - Pump Rating _____ GPM @ _____ PSI _____ RPM
 - Suction main size, length, location, type and class/schedule of material, and point of connection to water supply, as well as depth to top of pipe below grade.
 - Size and type of valves, regulators, meters, and valve pits, if applicable.
 - Water supply information including flow test information (water certification).
 - Pump Driver details including manufacturer and hose power.
 - Voltage for electric motor-driven pumps.
 - Controller manufacturer, type and rating.
 - Suction and discharge pipe, fitting and valve types.
 - Test connection piping and valves.
 - Flow meter details, if applicable.
 - Pressure maintenance pump and controller arrangement including sensing line details, if applicable.

Other Documents as required:



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.



Additional Permits

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

- ☒ [Underground Fire Service Main](#)
 - For the installation of underground fire service main piping and appurtenances.
- ☒ [Fire Alarm Permit](#)
 - For the installation of or modification to fire alarm systems
- ☒ [Fire Sprinkler Permit](#)
 - For the installation of/or modifications to fire sprinkler systems.

Inspections

Inspections are scheduled through the Shoreline Fire Department Fire Marshal's Office at inspections@shorelinefire.com. For inspection details and requirements, please see the conditions attached to your approved permit.

- ☐ Required inspections for fire pumps
 - Newly installed Fire pump shall be tested by personnel who are factory trained and certified for fire pump system testing and commissioning. Testing shall conform to the standards set forth by NFPA 20.
 - For additional testing information, please refer to the conditions attached to the approved permit.
 - At the completion of a successful Acceptance test, the final report shall be sent to the Shoreline Fire Marshal's office and uploaded by the testing contractor into The Compliance Engine at: www.thecomplianceengine.com within **24 hours**