

# Fire Permit Submittal Checklist

## *Sprinkler/Standpipe Permit*

Planning & Community Development  
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This checklist covers all the requirements to submit a sprinkler system as regulated by NFPA 13, 13R, 13D, International Fire Code and Shoreline Fire Municipal Code.

Required for all *new* fire alarms systems or modifications to existing fire alarm systems, including AES/Cellular Communicator.

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](https://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](mailto: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](#)
- ☒ Submittal Fee

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.

- 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, 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 modified. Installing any equipment without a permit on site may result in fines.
- ☑ Cut Sheets
  - Cut sheets for heads, piping, check valves and other appliances affecting flow.
- ☑ Plans
  - Stamped by designer showing appropriate level of competency. Plans shall comply and be in accordance with NFPA 13 Chapter 22 requirements for working plans. Plans must include the following details:
    - Floor plans showing use of each room and the location of each sprinkler head.
    - Full height cross-section with ceiling detail, trusses, attics and interstitial spaces.
    - Type of building construction and the location of all area or occupancy separation wall.
    - Make, type, nominal orifice size, temperature rating and number of each sprinkler type.
    - Total number of sprinklers and approx. capacity (in gallons) of each dry pipe system.
    - Pipe detail including: type, wall thickness, C-factor, fittings, nominal size and cutting lengths.
    - Type and location of hangers, sleeves, braces and methods of securing sprinklers.
    - Calculation of loads for sizing and details of sway bracing, including attachment to structure.
    - Details of all control valves, alarm valves, check valves, drains. Floor drain(s) in riser room shall be designed to be in ground and capable of handling full system drain capacity.
    - Combinations wet standpipe system detail showing elevation views of each stairwell standpipe system and floor control valve stairwell. Detailed standpipe isometric view showing system design, floor control valves and drains.
    - Current Washington State Sprinkler Certification stamp with an original signature.
- ☑ Hydraulic Calculations
  - Hydraulic reference points corresponding to, identified points on the drawings.
  - Design density, design area of application and allowances for hose streams.
  - The information to be included on the hydraulic name plate on the riser.
  - Relative elevation of sprinklers, junctions' points and supply or reference points.
  - A directional flow diagram to accompany gridded system calculations.
- ☑ Other documents as required:
  - \_\_\_\_\_
  - \_\_\_\_\_

## 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 an underground fire service main piping and appurtenances.
- ☐ [Fire Pump](#)
  - For the installation of fire pumps

- ☐ [Fire Alarm](#)
  - For the installation or modification to fire alarm systems.
- ☐ [Right of Way Use permit](#)
  - Required for any work within the public right-of-way, such as driveway repaving or revisions.

### Inspections

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

- ☒ 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](http://www.thecomplianceengine.com) within **24hours**