

Fire Permit Submittal Checklist

Emergency Responder Radio Coverage System (Over- The-Counter)

Planning & Community Development
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This checklist covers all the requirements for modifications to or decommissioning of an Emergency Responder Radio Coverage system regulated by 2021 International Fire Code, NFPA 1221 (2019), NFPA 72 (2019), PSERN, FCC and Shoreline Municipal Code. One fire permit is required for each separate system.

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; 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.

Existing System

This permit applies to existing Emergency Responder Radio Coverage Systems in an existing building and covers the replacement of parts and or decommissioning of a system as needed to comply with PSERN standards and agreements.

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](#)
- ☑ 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.
- ☑ Letter of approval of the design from the Puget Sound Emergency Radio Network (PSERN)
- ☑ Cut Sheets
 - Set of manufacturers cut sheets on all equipment, including the National Electric Manufacturer's Association (NEMA)-4 cabinet, battery backup (if using battery backup as standby power), and other equipment being installed. Clearly mark the specific model of equipment used.
- ☑ Proof of a License
 - Must be valid FCC-issued general radio operator's license
 - A certification of in-building system training issued by a nationally recognized organization/school or by the manufacturer of the equipment being installed.
- ☑ Site Plan
- ☑ Scope of work being completed and reasons for upgrade and or decommissioning of current system.

Additional Permits

These are additional permits 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. For additional details and inspection requirements, please refer to the conditions attached to the approved permit.

- ☑ Testing Requirements
 - Upon the completion of the installation, the building owner or owner's authorized agent shall have the radio system tested to verify that two-way coverage on each floor of the building is in accordance with section 510.4.1. The test procedure shall be conducted as follows, per 510.5.3
 - Each floor of the building shall be divided into a grid of a minimum of 20 approximately equal test areas.
 - Coverage testing of signal strength shall be conducted using a calibrated spectrum analyzer for each of the test grids. A diagram of this testing shall be created for each floor where coverage is provided, indicating the testing grid used for the test in section 510.5.3 (1) and including signal strengths and frequencies for each test area. Indicate all critical areas.
 - Failure of more than two nonadjacent test areas shall result in failure of the test.
 - In the event that 2 or more of the test areas fail the test, see IFC section 5.10.5.3, items 4-7 for additional testing information.
- ☑ At the completion of acceptance testing the final report shall be sent to the Shoreline Fire Marshal's Office and be uploaded by the testing contractor into The Compliance Engine at: www.thecomplianceengine.com within **24 hours**.