

Fire Permit Submittal Checklist

Special Hazard Suppression System

Planning & Community Development
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Shoreline, WA 98133
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This checklist covers all the requirements to submit a special hazard suppression system as regulated by NFPA 12, 17, 72, 2001, International Fire Code and Shoreline Fire Municipal Code.

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.

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
 - Please reference the [City's fee schedule](#) for current application fees.
- Construction 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.

- 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 shall be provided and shall include information on all device that are part of being connect to the special hazard fire suppression system; such as piping, valves, hangars, method of supporting/mounting equipment, pipe, and conduit, etc. Any cut sheets showing multiple models/types of devices, the specific item being installed shall be highlighted. Please provide only those pages from the design manual that are applicable to the system being installed.
- ☑ **Plans**
 - Stamped by designer showing appropriate level of competency.
 - Plans shall comply and be in accordance with all applicable NFPA 2001 5.1.2.2 standard requirements for working plans. Plans must include all requirements under 5.1.2.2 of NFPA 2001 and or other associated standards for the system being installed.
- ☑ **Other documents as required:**
 - _____
 - _____

Additional Permits

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

- ☐ [Fire Alarm](#)
 - For the installation or modification to fire alarm 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.

- ☑ 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**