

# Fire Permit Submittal Checklist

*Fire Alarm System/New Installation*

For projects in Kenmore  
& Lake Forest Park



This checklist covers all the requirements for the installation of a new fire alarm system in a new or existing structure regulated by International Fire Code, NFPA 70 National Electric Code, NFPA 72 National Fire Alarm/Signaling Code and Local Municipal Code. One fire permit is required for each separate fire alarm system.

Name \_\_\_\_\_ Company \_\_\_\_\_

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 [shorelinefire.com](http://shorelinefire.com/fire-permit-checklists)  
/fire-permit-checklists



Please review Kenmore Municipal Code (KMC) Chapter [15.10](#) or City of Lake Forest Park Municipal Code (LFPMP) Chapter [15.10](#) to learn more about each 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); 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.

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 stamps.

Drawings must be clear, and information must be legible. Each document listed below must be uploaded as its own PDF file and may not be combined with other documents.

## **New System**

This permit applies to new fire alarm systems being designed and installed per current code requirements in a new or existing building. If this does not apply to your project, please refer to the **Over-The-Counter or Fire Alarm Control Panel Replacement** permit requirements to determine if your project meets either of those permit application standards.

Fire alarm systems that are connected to a smoke control system will not be reviewed and approved by the Fire Code Official until a fire protection engineer on record approves the smoke control system and associated system components.

The following items are required at the time of application for any fire alarm permit that does not qualify for an Over-the-Counter or Fire Alarm Control Panel Replacement 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](#) (For projects in Kenmore & LFP)
  - 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 [Permit fee schedule](#) for current application fees.
- ☒ Construction Documents
  - Please review the City's Construction Documents 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 Requirements.
- ☒ Wiring diagram including:
  - Battery Calculations

Other documents as required:

- ☐ Fire Alarm System Worksheet

☐ \_\_\_\_\_

## **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).
- ☐ Smoke Control Permit
  - A separate smoke control permit will be required for buildings that require a smoke control system.
- ☐ Mechanical Permit
  - For the installation of or modifications to Mechanical systems as it relates to Smoke Control Systems and Fire Alarm Systems.

## **Inspections**

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

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