

Fire Permit Submittal Checklist

Fire Alarm Panel Replacement

For projects in Kenmore

& Lake Forest Park



This checklist covers all requirements for the replacement of an existing fire alarm panel and or the replacement or elimination of existing fire alarm devices regulated by International Fire Code, NFPA 70 National Electric Code, NFPA 72, National Fire Alarm and Signaling Code and Local Municipal Code. One fire permit is required for each separate fire alarm panel replacement.

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 (LFPMC) 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; 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.

Existing System

This permit applies to the replacement of an existing fire alarm control panel in an existing building that requires replacement. Replacement is defined under two categories. Emergency Replacement: defined as a fire alarm control panel that has been damaged and or has a failure that requires immediate replacement. No Longer Serviceable: defined as a fire alarm control panel that is no longer serviceable due to age and or unable to get parts. **Fire alarm control panel replacements are required to be like for like, defined as a Fire Alarm Control Panel that is same Model and Manufacture.**

The following items are required at the time of application for fire alarm control panel replacement. 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.
- ☒ Site Plan
 - Please review the City's Site Plan Requirements
 - Site plan must include general building layout and/or original drawings if available. Fire alarm control panel Location and device location must be noted on building layout.
- ☒ Cut Sheets
 - Technical specifications and details for each device being installed or replaced.
- ☒ Wiring diagram including:
 - Diagram showing all current (existing), (replacing) and or proposed additional devices.
 - Battery Calculations.
 - Device counts including device key.
- ☒ Summary of work indicating the codes and standards used. Make notes of devices that are required by NFPA 72, Local Municipal Fire Code/[AHJ](#) and any devices being added that are not required by code. Voluntary equipment must be installed as if required. Indicate scope of work to be completed by subcontractors.
- ☒ Contractor Information
 - Provide proof of Prime Contractor's Qualifications (UUFX-tier UL listing or ETL/FM equivalent).
 - Name, phone number and email address of the fire system designer.
 - If there will be a **Change of Prime Contractor** as part of this fire alarm work, include a letter from the subscriber (the responsible party for the building) indicating:
 - ☐ The date when the previous prime contractor's service is ending and when the new prime contractor is taking over.
 - ☐ The new prime contractor's proof of qualification.
 - ☐ The new central station service contractual arrangement.

Other documents as required:

☐ _____

Additional Permits

These are additional permits that may be required to accompany your fire alarm control panel permit 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).

Inspections

Inspections are scheduled through the Shoreline Fire Department Fire Marshal's Office at inspections@shorelinefire.com. Inspection requirements are as follows for fire alarm control panel replacements and include replacement and or upgrading of new devices, repairs and or replacement of parts.

- Pretesting of all new or replaced equipment installed including additional or replaced devices.
 - On-site final inspection by a fire department representative including but not limited to testing of all new or replaced devices, confirmation of central monitoring and pre-test report.
- ☑ At the completion of acceptance testing the final report shall be sent to the Shoreline Fire Marshal's Office at: fmo@shorelinefire.com and be uploaded by the testing contractor into The Compliance Engine at: www.thecompliancesengine.com within **24hours.**