

# Fire Permit Submittal Checklist

Emergency Responder Radio Coverage System

For projects in Kenmore  
& Lake Forest Park



This checklist covers all the requirements for new Emergency Responder Radio Coverage systems (ERRCS) regulated by 2021 International Fire Code, NFPA 1221 (2019), NFPA 72 (2019), PSERN, FCC 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](https://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](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 systems in new buildings and to fire alarm upgrades in existing buildings where the entire building is being upgraded to meet current codes and standards. If this does not apply to your project, then please refer to the 'ERRCS Over-the-Counter' permit requirements to determine if your project meets over-the-counter permit standards.

Cut sheets or other required materials shall be submitted for approval to Shoreline Fire Department, before any equipment is installed or modified. Installing any equipment without a permit on site may result in fines.

## 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, 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
- ☒ **Emergency Responder Radio Coverage System Worksheet**
- ☐ Other documents as required:
  - \_\_\_\_\_
  - \_\_\_\_\_

## **Additional Permits**

These are additional permit that may be required to accompany your Binding Site Plan project application depending on your scope of work.

- ☐ Fire Alarm Permit
  - For the installation of or modification to fire alarm systems
- ☐ 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](mailto: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](http://www.thecomplianceengine.com) within **24 hours**.