

Fire Permit Submittal Checklist

Fire Sprinkler (Over-the-Counter)

For projects in Kenmore
& Lake Forest Park



This checklist covers all the requirements to submit an Over the Counter permit for fire sprinkler systems regulated by NFPA 13, 13R, 13D, International Fire Code and Local Municipal Code.

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.

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.
 - 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 for heads, piping, check valves and other appliances affecting flow.

☒ Plans

- Stamped by designer showing appropriate level of competency. Plans shall comply and be in accordance with NFPA 13 Chapter 22 requirements for working plans. Plans must include the following details:
- Floor plans showing use of each room and the location of each sprinkler head in all areas involved in tenant improvements and or moving of head locations.
- Make, type, nominal orifice size, temperature rating and number of each sprinkler type.
- Total number of sprinklers and approx. capacity (in gallons) of each dry pipe system (if applicable to scope of work).
- Type and location of hangers, sleeves, braces and methods of securing sprinklers (if applicable to scope of work)
- Calculation of loads for sizing and details of sway bracing, including attachment to structure (if applicable to scope of work).

☒ Other documents as required:

- _____
- _____

Inspections

Inspections are scheduled through the Shoreline Fire Department Fire Marshal's Office at inspections@shorelinefire.com. Over the Counter Inspection requirements are as follows for all Fire Sprinkler TI's, or major repairs or replacement of existing equipment.

- Hydro testing shall be completed for major repairs to existing broken pipes.
- Inspections shall be completed for all TI's in existing buildings including placement/bracing inspections prior to cover.
- Inspections and testing will be required for major repairs to fire sprinkler equipment including fire pumps, standpipe systems and underground fire service mains.

- ☒ At the completion of acceptance testing or final inspection, 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**.