

# Fire Permit Submittal Checklist

## Underground Fire Service Mains

For projects in Kenmore  
& Lake Forest Park



This checklist covers all the requirements for new underground fire service main installations or modifications to existing underground fire service mains as regulated by current International Fire Code, NFPA 24, NFPA 13 and Local Municipal Code. One Fire permit is required for each separate fire service main installation.

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

### **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
  - Plans shall be submitted for approval to the authority having jurisdiction (Shoreline Fire Department), before any equipment is installed or remodeled. Installing any equipment without an approved permit on site may result in fines.
  - Deviation from the approved plans shall require permission of the authority having jurisdiction.

- All drawings must be to scale and all equipment must be labeled and a corresponding legend is required.
- Working plans shall be drawn to an indicated scale and include a site plan indicating any changes in grade as applicable, and shall include the following items that pertain to the design of the system:
  - Name of owner
  - Location including street address
  - Point of compass
  - A graphic representation of the scale used on all plans
  - Name and address of contractor
  - Size and location of all water supplies
  - The following items that pertain to private fire service mains:
    - a. Size
    - b. Length
    - c. Location
    - d. Weight
    - e. Material
    - f. Point of connection to city main
    - g. Sizes, types and location of valves, valve indicators, regulators, meters, and valve pits.
    - h. Depth at which the top of the pipe is laid below grade
    - i. Two methods of restraint
- The working plan submittal shall include manufacturers cuts sheets of all proposed equipment for installation and manufacturers installation instructions for any specialty listed equipment, including descriptions, applications, and limitations for any devices, piping, or fittings.
- Installation work shall be performed by a fully experienced and responsible person.
- The authority having jurisdiction shall always be consulted before the installation or remodeling of private service mains.

## **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.

- ☑ Required inspections for underground fire service mains:
  - Underground verification: two forms of restraint, proper installation as required by NFPA 24.
  - Pressure test of underground fire service main piping at 200PSI.
  - Flushing of underground fire service main piping prior to making connection to in building fire sprinkler system.
- ☑ 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](http://www.thecomplianceengine.com) within **24hours.**