

Fire Permit Submittal Checklist

Fuel Fill Station

For projects in Kenmore
& Lake Forest Park



Required for all new Motor Fuel-Dispensing Facilities or modifications to Motor Fuel-Dispensing Facilities including pump/tank and or canopy modifications or additions.

Name _____ Company _____

Date _____ Zone District _____ Preapplication Number _____

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 (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; 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.

Additional Documents

- ☐ Cut Sheets
 - Required for all fuel dispensing system components including pumps, hoses, nozzles, tanks, and any other fuel system components required per current International Fire Code and NFPA 30A.

- Must provide cut sheets for all materials proposed.
- ☐ Site Plan
 - Required for new or existing flammable and Combustible Liquid Motor Fuel dispensing facilities
 - Please review any relevant City Site Plan documents.
 - Site Plan shall include placement of all structures including trash enclosures, fuel pumps, above ground and below ground fuel storage tanks, spill control, canopies, ingress and egress routes, location of all required safety equipment including safety shut-offs, venting lines, and fire life safety equipment.
 - Placement of all required signage per current International Fire Code and NFPA 30A
 - Size of proposed canopies and buildings
- ☐ Other documents as required:
 - _____
 - _____

Additional Permits

These are additional permits 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 modifications to fire alarm systems.
- ☐ Fire Sprinkler Permit
 - For the installation of or modifications to fire sprinkler systems.
- ☐ Electrical Permit
 - Modifications to or installation of electrical circuits and fixtures.
 - Permits are through Washington State Labor & Industries (L&I).
- ☐ Mechanical Permit
 - Modifications to or installation of electrical circuits and fixtures.
 - Permits are through Washington State Labor & Industries (L&I).