

FIRE ALARM SUBMITTAL CHECKLIST

Overview

Getting a permit requires review of many different documents, which are detailed in this checklist.

If you are unsure about any potentially applicable submittal items, please email PermitTech@Sammamish.us or submit for Project Guidance.

Code Reference

International Fire Code Adopted
SMC 16.05.130

Online Resources

www.MyBuildingPermit.com
Applications & Forms

Questions?

Contact the Permit Center

ABOUT THE FIRE ALARM SUBMITTAL CHECKLIST

A fire alarm permit is required to ensure that a fire alarm system meets local safety codes, is properly designed and installed by qualified professionals, and minimizes the risk of false alarms by holding the property owner accountable for their system.

This ultimately protects the public and emergency response resources. A Fire Alarm permit is not required for residential construction.

FEES

FEES APPLICABLE TO THIS PROJECT
<p>Fire Alarm Systems Technology Fee – 15%</p>
<p>See current fee schedule</p>

ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on MyBuildingPermit.com.
- 2 Select “Apply For Permit”. Then select “Sammamish” as the jurisdiction.
- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Fire	Any Project Type	*See below	Fire Alarm
- 4 Complete & save this form before uploading it in the “File Upload” section along with the required submittal documents.

* Please select new or alteration depending on the project.

SUBMITTAL CHECKLIST: FIRE ALARM

REQUIRED SUBMITTAL ITEMS

- Signed Fire Services Permit Application Form
- Acceptance of Financial Responsibility - Affidavit of Applicant Status
- Fire Alarm Battery Calculations
- Manufacturer Equipment Sheets
- Plan Set
 - Please note that [SMC 16.05.130\(37\) \(907.6.6.3 – Monitoring\)](#) does not permit wired phone lines (POTS) for new monitoring and should not be included on plan sets.

REQUIRED SUPPLEMENTAL INFORMATION

Tenant Improvement

Number of Devices: _____

New Alarm System

Number of Devices: _____

Other Devices

Number of Transmitters: _____

Number of Power Subpanels: _____