



CITY OF SULTAN COMMUNITY DEVELOPMENT DEPARTMENT

319 Main St. Sultan, WA 98294
Phone (360) 793-2231 Fax (360) 793-3344

Date Stamp Area

Staff Initials: _____

SUBMITTAL CHECKLIST #8 – FIRE SPRINKLER

A fire sprinkler permit is required when constructing a residential, commercial, or industrial building and may be required when modifying an existing building. Application for a fire sprinkler building permit will trigger a plan review by experts the local fire district to ensure that construction as shown in the plans will be safe for its intended use, particularly human occupancy.

Certain minor or temporary construction does not may not require a fire sprinkler permit. The permit assistant can help you determine if your particular submittal does not require a fire sprinkler permit.

Items listed in the application requirements section are needed to turn in an application. Applications will be accepted by staff at the front counter.

If all items are submitted at the front counter, your application is complete under RCW 36.070B.070, but if items are missing, your application will not be accepted.

Applicant: Please check the “Applicant” boxes below when each item is complete and ready for review.

APPLICATION REQUIREMENTS

1. Type I Permit Application Form.

Staff Applicant

 Completed and Signed Application.

2. Plans and Alarm Specifications. Two copies of the plan showing the **proposed** sprinkler system within the building. It must show at least the following:

Staff Applicant

 Two copies of the floor plan.

Floor plans:

 Identifying the use of each room

 Identify locations of interior partitions and walls, beams, and HVAC equipment.

 Sprinkler Piping, lengths, diameter, and nodes.

 North Arrow, Scale, and Appropriate Legend.

 Fire Sprinkler, Hanger, and Bracing Locations.

 Interior and exterior walls and openings.

 Details of riser, hangers, and bracing.

 Wet-Stamped Hydraulic Calculations OR a note on the plans indicating “The scope of work for this project is less hydraulically demanding than the existing design area; therefore, hydraulic calculations are not provided.”



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SUBMITTAL CHECKLIST #8 – FIRE SPRINKLER (CONTINUED)

3. Additional Elements.

Staff Applicant

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Manufacturer, model numbers, and listing information for all equipment, devices, and materials used. |
| <input type="checkbox"/> | <input type="checkbox"/> | Copies of all valid contractor licenses as issued by the Washington State Department of Labor and Industries. The installer's contractor license will be verified at the time of inspection. |

4. Fees.

Staff Applicant

- | | | |
|--------------------------|--------------------------|---------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Fees paid (see current Fee Schedule). |
|--------------------------|--------------------------|---------------------------------------|

PROCESS

1. When you are ready to submit your application to the City, bring all required items for a complete application to city hall.
2. A City Staff member will review your application using the attached submittal checklist to determine if a Determination of Completeness (RCW 36.70B.070) can be issued. Incomplete applications will not be accepted by the City.
3. Once the application has been determined complete, the City Staff will review the application. The application must meet the approval criteria.
4. If the application has not met the approval criteria:
 - a. The City will mail you a letter indicating the changes that must be made to the application.
 - b. You have 180 days to modify your application and resubmit it to the City.
 - c. Your application will expire if requested information is not provided.
5. Once adequate information has been provided from the applicant to the City, the City will issue a decision of approved, approved with conditions, or denied.
6. The decision of the City is appealable to the Hearing Examiner (SMC 16.120.100).

ADDITIONAL INFORMATION

If you would like additional information, please contact the Community Development Department at the number shown above. Ask for the Permit Assistant.