



## FIRE SPRINKLER CONSTRUCTION PERMIT

806 WEST MAIN STREET • MONROE, WA 98272  
City Hall 360.794.7400 • Fax 360.794.4007



### SUBMITTAL REQUIREMENTS PER IFC 105.7.1

THE PURPOSE OF THIS CHECKLIST IS TO DETERMINE COMPLETENESS OF A SUBMITTAL.  
THE CHECKLIST DOES NOT VERIFY THE ACCURACY OF MATERIALS RECEIVED.

#### SECTION I - JURISDICTION SPECIFIC REQUIREMENTS

There are no jurisdiction-specific requirements for a water-based fire protection system in the City of Monroe.

#### SCOPE OF WORK:

1. Does the project involve more than 3 fire sprinklers, valves, or pipes, OR does it involve an Alternative Automatic Fire-extinguishing system (including hood suppression system)?

- Yes - Continue to Section 4 - A complete plan review is required
- No - Continue to question #2

2. Is the project limited to the addition, replacement, relocation, or removal of 3 or fewer fire sprinklers or components, not including a riser?

- Yes - See Over the Counter Permit Requirements (Section 3)
- No - Continue to Section 4 - A complete plan review is required

#### SECTION 3 - OVER THE COUNTER PERMIT REQUIREMENTS

The project qualifies for an over the counter permit if the project scope of work is the additional, relocation or removal of 3 or fewer fire sprinklers or components, none of which is a riser.

Provide a FLOOR PLAN AND GENERAL SUBMITTAL REQUIREMENTS (which meet the requirements of section 4 and 5 below) with this application.

An over the counter permit will be issued and you may install the Fire Sprinkler System after the permit issuance, provided that it is installed in accordance with the 2015 International Fire Code.

**APPROVAL IS SUBJECT TO FIELD INSEPTION**



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### INSTRUCTIONS FOR APPLICATION SUBMITTAL:

Below is a checklist of items that must be submitted as part of your application for a Fire Alarm System Construction Permit. Numbers in parenthesis equal the number of copies required.

If you have any questions about what is required, or if you would like to schedule an intake appointment, please call the Permit Division at (360) 863-4527.

#### SECTION 4 - GENERAL PROJECT SUBMITTAL REQUIREMENTS

- (1) Combined Permit Application
- (2) Copies of stamped layout drawings showing the scope and area of work and connection points.
- (2) Copies of cut sheets for fire sprinklers, valves, connectors, hanger, bracing, and risers
- (2) Copies of stamped hydraulic calculations, or a note indicating that area of work is less demanding than the existing demand area.

#### SECTION 5 - FLOOR PLAN REQUIREMENTS

- Original wet stamp and signature of system designer on layout drawings and calculation
- Documentation that system designed to 2013 Edition of NFPA 13, 13D, or 13R.
- Show the piping and connection of fire sprinklers.
- Distance between fire sprinklers and other sprinklers, walls, and obstructions
- Explanation of why omissions (if any) are being proposed
- Location of bracing and hangers
- Location of risers and valves



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### **ADOPTED STATE CODES - EFFECTIVE JULY 1<sup>ST</sup>, 2016**

The City of Monroe enforces the following Washington State Building Codes and amendments; the Washington Administrative Code (WAC) Title 51 and as amended by the Monroe Municipal Code Title 15:

2015 International Building Code (IBC)  
2015 International Existing Building Code (IEBC)  
2015 International Residential Code (IRC)  
2015 International Fire Code (IFC)  
2015 International Mechanical Code (IMC)  
2015 International Fuel Gas Code (IFGC)  
2015 Uniform Plumbing Code (UPC)  
2015 ICC Energy Conservation Code with State amendments

### **STRUCTURAL DESIGN CRITERIA**

Seismic Design Category: IRC D1/D2 / IBC - D

Basic Wind Speed: 85 mph

Exposure Category: B

Frost Depth: 18"

Snow load: 25 lbs./sq. ft.

\*A soils investigation is required for commercial projects, residential short plats and subdivisions and some instances residential lots.

The city may require additional information not specified in the submittal requirements in order to assure compliance with the Monroe Municipal Code.



Community Development
Permit Division

806 West Main Street, Monroe, WA 98272
Phone (360) 794-7400 Fax (360) 794-4007
www.monroewa.gov

FOR OFFICE USE ONLY
PERMIT FILE #
APPLICATION #
SEPA #

COMBINED PERMIT APPLICATION

PERMIT SUBMITTAL HOURS
MONDAY - FRIDAY 8:00 - 12:00 / 1:00 - 5:00

Building Operations Fire Land Use
[ ] Basic SFR [ ] Engineering Review [ ] Fire Alarm [ ] Type I Permit
[ ] Commercial T/I [ ] Fencing [ ] Fire Sprinkler [ ] Type II Permit
[ ] Demolition [ ] Grading [ ] High Piled Storage [ ] Type III Permit
[ ] Garage/Carport [ ] Retaining wall [ ] Hood Suppression [ ] Type IV Permit
[ ] Mechanical [ ] Rockery [ ] Operational [ ] See permit types listed on
[ ] New Construction (Commercial/Residential) [ ] Right-of-Way Disturbance [ ] Spray Booth attached form
[ ] Plumbing [ ] Utility Service [ ] Tents & Canopies [ ] Other
[ ] Racking [ ] Other [ ] Other
[ ] Residential Remodel
[ ] Other

NOTE: All required Electrical Permits will be issued by the Dept. of Labor & Industries.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS

Site Address or Property Location:
Size of site (acre/square feet):
Assessor's Tax Parcel Number (14 digits):

Applicant: Phone # ( )
\*Signature: Printed Name:
Mailing Address: Fax # ( )
City State Zip E-mail

Property Owner: Phone # ( )
\*\*Signature: Printed Name:
Mailing Address: Fax # ( )
City State Zip E-mail

Attach a separate sheet for additional property owners/additional addresses

\*Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.

\*\*Property Owners: by your signature above, you hereby certify that you have authorized the above applicant to make application on your behalf for this application.

**COMBINED PERMIT APPLICATION - PAGE 2**

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Contractor: \_\_\_\_\_ Phone # \_\_\_\_\_

Contractor's License # \_\_\_\_\_ Fax # \_\_\_\_\_

Exp Date \_\_\_\_\_ Mailing Address \_\_\_\_\_

Contractor's Bond Company: \_\_\_\_\_

Contractor's Bid Amount or Project Cost (labor and materials): \$ \_\_\_\_\_

**DETAILED DESCRIPTION OF PROPOSAL/WORK:**

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**NUMBER OF DEVICES:**

**Sprinklers:** \_\_\_\_\_

**Risers:** \_\_\_\_\_

**Braces:** \_\_\_\_\_

**Valves:** \_\_\_\_\_

**Total:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

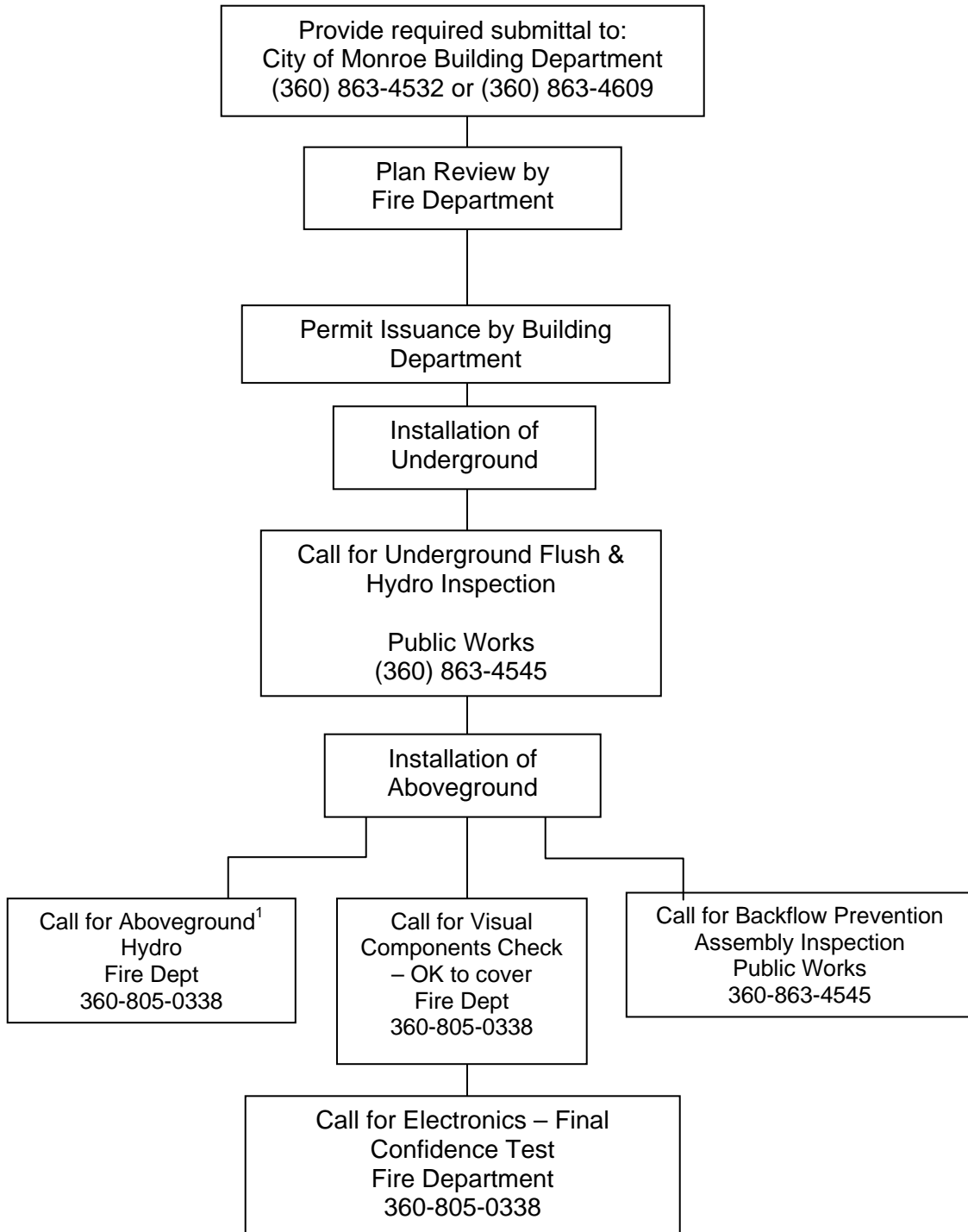
Plan Check Fee (if applicable): \$ \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

Technology Fee: \$ \_\_\_\_\_



## FIRE SPRINKLER PERMIT PROCESS



<sup>1</sup>Aboveground Pneumatic Test/Dry Pipe Air Trip Test required for Dry Systems. Bucket Test required for 13D and 13R systems.