



PERMIT SUBMITTAL REQUIREMENTS FOR Fire Sprinkler Systems

PLANNING & DEVELOPMENT
**BUILDING
DIVISION**
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The purpose of this handout is to assist the public in complying with the detailed permit submittal requirements. It is not a complete list of permit or code requirements and should not be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness. Only complete applications will be accepted by the city for review.

COMMERCIAL: A Fire Sprinkler Permit is required for the installation or alteration of Fire Sprinkler Systems including relocation of individual heads. City Code requires that an automatic sprinkler system be installed throughout every building constructed under the International Residential Code containing five (5) or more attached dwelling units. Fire Sprinkler plans must be submitted for approval and the permit must be issued prior to start of work.

RESIDENTIAL: An approved automatic fire sprinkler system shall be installed in new one or two dwellings and townhouses exceeding 3,000 square feet of fire area. Fire area includes covered porches and decks over 4' and garages. Other conditions may also trigger the need for a fire sprinkler system. Please contact our Fire Department if you have questions.

SUBMITTAL REQUIREMENTS:

FIRE SPRINKLER PLANS:

Note: plans must be stamped by Fire Sprinkler Certificate of Competency Holder, and must include an owners certificate for NFPA 13 systems as noted in 2019 NFPA 13 section 4.2.

- Property address, name, address, phone number of the property owner and contact person for the project.
- Clearly indicate the floor or suite number where the proposed system will be installed.
- Designate the use of building or tenant space (i.e., office, retail, medical, single family, etc.)
- Specify type of construction of the building (i.e., Type IA, IIB, VA, VB, etc.)
- Clearly indicate whether this is a stand-alone or residential flow through system.
- Floor plans showing equipment location and fire head location(s).
- Provide material specifications and cut sheets of all heads, devices, and equipment.
- Stand-alone systems; show location of backflow device.
- Equipment rooms shall be detailed with a typical wall and floor/ceiling framing section view.

CALCULATIONS AND SPECIFICATIONS:

- Hydraulic Calculations
- Fire Flow Rates, etc.
- Material specifications and cut sheets of all heads, devices, and equipment.

Note: The State of Washington law for licensed contractors (RCW 18.160) requires that a licensed Fire Sprinkler System Contractor be listed on the face of the permit prior to permit issuance. Plans for Fire Sprinkler Systems must be designed and stamped by a Certified Fire Sprinkler Competency Holder.

APPLY ONLINE: mybuildingpermit.com