

## FIRE DETECTION SUBMITTAL CHECKLIST

### **PERMIT SUBMITTAL DOCUMENTS REQUIRED FOR SUBMITTAL:**

The Everett Fire Marshal's Office requires the following minimum information:

- Signed Permit Application** (1) Copy of signed and completed Bldg/Mechanical/Plumbing/Sign/Sprinkler/Demolition Permit Application with Sprinkler Information completed.
- Submittal Package:** (3 Copies -
  - Three (3) Sets of plans** (24" x 36" maximum size, 1" = 20' minimum scale)
  - Three (3) Sets of Battery calculations**
  - Three (3) Sets of Manufacturer's information** (cut sheets) for all devices
  - Three (3) Sets of cut sheets for any replacements of panel, AES, and TELGUARD Systems.
- Engineering calculations** (3 copies, if required)
- Permit Submittal Fee** (Plan check fee)
- Submit all documents to the City's Permit Counter**, located at  
3200 Cedar Street, 2<sup>nd</sup> Floor,  
Everett, WA 98201.

### **I. INFORMATION TO BE SHOWN ON PLANS:**

- Legend of devices (device description/model number must match manufacturers information sheets).
- Plans shall be clearly legible showing all walls, outside building dimensions, total building square footage, scale used, room use, north arrow, etc.
- Interior elevations to indicate unusual construction characteristics and/or structural and mechanical elements that may affect spacing requirements.
- Height of horn/strobes, location of outside horn/strobe/bell.
- Riser diagram with each circuit and all devices identified.
- End of line locations per notification circuit.
- Location of FACP, remote annunciator, and NAC panels.
- Wire run diagram per circuit from device to device to be overlaid on the floor plans.

## II. **ADDITIONAL INFORMATION REQUIRED:**

- Complete battery calculations, including line loss/voltage drops for each circuit and Amp Hours of batteries.
- Manufacturer's cut sheet for wire used.
- Matrix/sequence of events.
- Model number of device used and standby/alarm voltage to be highlighted on the manufacturer's cut sheets.
- Monitoring type/equipment.
- Miscellaneous connections such as door closers/openers, dampers, HVAC, access control, fire suppression contacts, and like equipment.
- Primary power detail.
- Smoke detector/FACP compatibility listing.
- Remote annunciator.

**NOTE:** Firefighter operation instructions of the alarm panel or remote annunciator will be required at time of final inspection. Tenant improvements may not require all of the above depending on the scope of work. For more information about these requirements, contact the Fire Marshal's Office at 425-251-8120. Submittals should be brought to Permit Services at the address listed below.

### **APPLICABLE CODES AND REFERENCES**

- International Fire Code (IFC), 2015 Edition & WAC 51-54
- Automatic Fire Detection & Suppression System Ordinance No. 1902-92



3200 Cedar Street  
Everett, WA 98201



425.257.8810  
425.257.8857 fax



everetteps@everettwa.gov  
everettwa.gov/permits