The purpose behind issuing certain fire code permits over the counter is to reduce permitting lead time for projects with limited scope. All permits issued over the counter are subject to field inspection with the understanding that applicants are ultimately responsible for code compliant construction practices. General inquiries regarding specific code questions may be made at anytime; however the applicant assumes the responsibility to correct all code deficiencies regardless of conditions. If you prefer to waive over the counter processing, you may elect to request a plan review by DCD prior to issuing your permit.

The information in this supporting document is intended to provide DCD with additional information and to explain the common codes which can apply to your project. At your first inspection, the inspector will discuss your project and detail additional code items which will need to be addressed with your project.

Section 1 – Project Information (select one).

- Quick Response Sprinkler Change Out: # _____ Heads
  (Type, K factor and spacing must match existing) (No head relocations) OR

- Recalled Head Change Out: # ______ Heads
  (Type, K factor and spacing must match existing) (No head relocations) OR

- Tenant Improvement/Alteration

  Relocating __________ Sprinklers
  Adding __________ Sprinklers
  Capping/plugging __________ Sprinklers
  TOTAL heads ______ (Maximum 20 heads)

Verify Each of the Following Required Conditions

- All work completed in accordance with applicable IFC/IBC, NFPA standards, and county ordinances.
- No change of use/occupancy hazard classification. Previous use: ________________________________
- Work will not change hydraulic calculations.
- Not moving/relocating feed mains or cross mains.
- Limited to Light or Ordinary Hazard (Group 1 & 2).
- Flexible sprinkler hose fittings and anchoring are listed for the suspended ceiling. (Can only be used for hydraulically calculated systems)
Fees are due at the time of submittal. See Current Fee Schedule.

Accepted forms of payment:
- Cash
- Check/Cashier’s Check - Make checks payable to Kitsap County Dept of Community Development
- Electronic Checks
- Credit Cards: MasterCard, Discover, American Express or VISA

Section 2 – Counter Complete Submittal Requirements
Use the column to the left to check off items included with your submittal

<table>
<thead>
<tr>
<th>✓</th>
<th>Required Submittal Items</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Completed Supplemental Application</td>
</tr>
<tr>
<td></td>
<td>Completed Supporting Document</td>
</tr>
<tr>
<td></td>
<td>Floor Plans – 3 Copies (dimensional and stamped)</td>
</tr>
<tr>
<td></td>
<td>Equipment Cut Sheets of all items installed – 3 Copies</td>
</tr>
</tbody>
</table>

Section 3 - Inspections
- Cover Inspection of the piping prior to installation of the ceiling or ceiling tile.
- Final inspection of the completed system.
- Re-inspection/additional fees may apply if:
  - Work was not in accordance with permit application

Section 4 – General Code Provisions
General Requirements
1. Before requesting final inspection the installing contractor shall furnish a written statement to the inspector that the fire suppression system has been installed in accordance with approved plans and has been tested in accordance with manufacture specifications and appropriate standards.  IFC 901.2.1
2. The distance from storage to the sprinkler head deflector shall not be less than 18”.  IFC 315.3.1
3. The cumulative horizontal length of an unsupported arm over to a sprinkler, sprinkler drop, or sprig shall not exceed 24” for steel pipe. NFPA 13 9.2.3.5.1
4. Branch lines shall be restrained. NFPA 13 9.3.6
5. Sprigs 4’ or longer shall be restrained against lateral movement. NFPA 13 9.2.3.7
6. Sprinklers shall be located so as not to exceed the maximum protection area per sprinkler. NFPA 13 8.1.1
7. Sprinklers shall be positioned and located so as to provide satisfactory performance with respect to activation time and distribution. NFPA 13 8.1.1
8. Sprinklers shall be installed in accordance with their listing. NFPA 13 8.3.1.1

I hereby certify that I am the owner (or owner’s authorized agent) of this property or an appropriately licensed contractor (or the firm’s authorized agent) and the installation of the work described will be performed in accordance with all applicable laws & codes, including state contractor registration laws. I understand that failure to comply may result in revocation of any permit from this application.

Signature ________________________________ Date ____________________

Kitsap County Department of Community Development
614 Division Street, MS-36
Port Orchard, WA 98366-4682
www.kitsapgov.com/dcd/
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