



FIRE CODE PROJECTS

Common Submittal Items Matrix

The below matrix lists common submittal items that may be required as part of a complete application.

Not every project will require every specified item.

For a custom project specific checklist please visit the [Permit Application Portal](#).

Fire Alarm & Fire Sprinkler Project Types

Commonly Required Submittal Items	New Fire Alarm	Fire Alarm Minor Modification	New Fire Sprinkler	Fire Sprinkler Minor Modification
Project Narrative	X			
Floor Plan	X	X	X	X
Manufacturer's Specifications	X	X	X	X
NICET 3 Certification	X	X		
System Layout	X			
Riser Diagram	X		X	
Zone Maps	X			
Matrix/Sequence of Operations	X			
Interface of All Fire Safety Control Functions	X			
Battery Calculations	X			
Contractor's WA State Fire Protection License			X	X

Event & Assembly Project Types

Commonly Required Submittal Items	Carnivals, Fairs & Festivals	Exhibits & Trade Shows	Places of Assembly	Temporary Membrane Structure
Site Plan	X	X		X
Floor Plan	X	X	X	X
Tent Anchoring	X	X		X
Certificate of Flame Resistance	X	X		X
Food Vendor List	X	X	X	

Fireworks Project Types			
Commonly Required Submittal Items	Fireworks Display*	Fireworks Stand	Fireworks Tent
Site Plan	X	X	X
Floor Plan			X
Pyrotechnic Operator License	X		
WA State General Display Fireworks License	X		
WA State Fireworks License		X	X
WA State Fireworks Retail Sales Permit Application		X	X
Lease Agreement with Property Owner	X	X	X
<p>*Additional submittal items required for water shows: Barge drawing / Barge size calculations / US Coast Guard approval</p> <p>*Additional submittal items required for hand or electric-fired displays: List of fireworks to be discharged / Number and size of mortars</p>			

Other Fire Code Project Types				
Commonly Required Submittal Items	Marijuana Extraction - Construction	Marijuana Extraction – Operational	Solar Panels	Type 1 Hood & Duct Suppression System
Site Plan			X	
Construction Plans			X	X
Floor Plan	X	X		
Manufacturer's Specifications	X	X	X	X
Safety Data Sheets	X	X		
Control Areas Defined	X	X		

Combustibles/Explosives/Gasses Project Types

Commonly Required Submittal Items	Carbon Dioxide Systems	Compressed Gasses	Explosives Operational ¹	Flammable & Combustible Liquids – Construction ²	Flammable & Combustible Liquids – Operational ²	High Piled Combustible Storage	Hot Works ³	LP Gas
Site Plan		X	X	X	X	X	X	X
Construction Plans				X				X
Floor Plan	X	X		X	X	X	X	X
Manufacturer's Specifications	X	X		X	X			X
List and quantities/sizes of gasses or flammable/combustible materials		X	X	X	X	X	X	X
Safety Data Sheets		X		X	X	X		

¹Additional submittal items required for Explosives - Operational:

Blasting Plan / Classification & Use of Explosive Magazine / Current License issued from ATF / Corporate Surety Bond or Public Liability Insurance Policy for \$100,000

²Additional submittal items required for Flammable & Combustible Liquid permits:

Secondary containment (if applicable) / Control Areas Defined / Location & type of shut valves/emergency shut off or fire extinguishers

³Additional submittal items required for Flammable & Combustible Liquid permits:

Copy of Hot Works Safety Program / Location & type of shut valves/emergency shut off or fire extinguishers