



# **BROCHURE # 64** **OVER THE COUNTER FIRE** **CODE PERMIT** **(OTC)**



## **OVERVIEW**

The purpose behind issuing permits over the counter (OTC) is to reduce plan review time and help expedite the construction process for fire code permits. Since fire code review is not performed prior to issuance, supporting packets explaining common code requirements accompany most OTC applications. Even if a project qualifies for OTC processing, customers may elect to request a plan review by DCD prior to permit issuance.

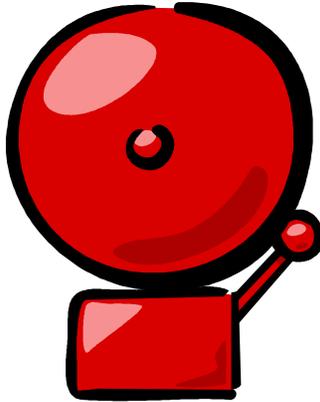
### **Which types of projects qualify for OTC permitting?**

The following projects typically qualify for an OTC fire code permitting.

- Existing fire suppression system tenant improvement/alteration of 20 heads or less **which do not affect the hydraulically most demanding area.**
- Existing fire alarm system tenant improvement/alteration of 10 or less of Initiating Devices and 10 or less Notification Appliances. Panel change does not qualify for an OTC.

### **Before you apply for your project**

You must be or have hired a license contractor to perform the work on any commercial fire suppression system or fire alarm system; it's the law in Washington State.



To verify licensing for a fire suppression system contact Washington State Patrol (Phone (360) 596-3946; website: [www.wsp.wa.gov](http://www.wsp.wa.gov) under State Fire Marshal). To verify licensing for fire alarm system contact Washington State Department of Labor and Industries (Phone (360) 415-4000; website: [www.LNI.wa.gov](http://www.LNI.wa.gov) ).

### **Inspections**

Inspectors visit the construction site during the project to make sure it complies with the fire code or standards adopted by the fire code. The inspector may conduct one or more inspections so they can observe all work done. The first inspection for most fire code OTC permits is for a cover inspection at which time deficiencies can be discussed with the applicant.

Through the process, the inspector may make or require other inspections to ascertain compliance with the provisions of the code. 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.

To request an inspection, call Kitsap County Fire Marshal Inspection Line at (360) 337-5777.

Questions Call us at (360) 337-5777 or email [kitsap1@co.kitsap.wa.us](mailto:kitsap1@co.kitsap.wa.us)