



City of Monroe – Fire Alarm Submittal Requirements

The following requirements have been established for the submittal of plans and specifications for all fire alarm systems being installed within this jurisdiction. Submittals not conforming to these minimum requirements will be returned as incomplete.

These requirements apply to:

- All new required or non-required fire alarm system installations in either new buildings or existing buildings except for single-family residences.
- New fire alarm systems installed in single-family residences when the system replaces the required multiple-station smoke detectors.

Fire alarm systems shall be designed, installed, and maintained in accordance with National Fire Protection Association (NFPA) 72-2002 edition with the following change: Systems with water flow devices shall alarm at an outside bell/strobe device.

Submittal Requirements

1. Complete City of Monroe permit application.
2. Provide three (3) copies of plans and three (3) sets of technical data sheets.
3. A current copy of the Department of Labor & Industries Contractor's License.
4. System should be designed and wet stamped by a National Institute for Certification Engineering Technologies (NICET) Level II, III or IV fire alarm system designer.
5. Provide details for conductors on the plans, including type, manufacturer, and size.
6. Drawings shall be legible, scaled, and contain only the fire alarm components (EXCEPTION: security system components may be included).
7. Drawings shall include details showing the installation of exterior and underground fire alarm components, transition from exterior to interior, manual fire alarms and strobes (including installation height), Fire Alarm Control Panel (FACP), door hold-open devices, heat and smoke detectors (indicate type), all other detectors, fire sprinkler water flow and control valves.
8. All symbols shall conform to NFPA 170 standards where applicable. A symbol key shall be included in the submittal documentation for all non-standard symbols.
9. A floor plan shall be provided indicating the location of devices and appliances, end of line devices, conduit wire runs, conduit sizes, and number and size of conductors. The zone indication shall be placed adjacent to the appropriate end of line device.
10. A full point-to-point or typical point-to-point wiring configuration shall be provided for each system device and the point of connection to the panel. All initiating and notification circuits shall be identified on these drawings.
11. Buildings with a floor area in excess of 20,000 sf shall be protected with an addressable fire alarm system.
12. When two or more zones are required, they shall be designed to assist in providing responders with fire alarm location. When two or more zones are required, a zone schedule shall be provided in the documentation indicating zone designation, type of device(s) on the zone, and location information.
13. Voltage drop calculations, circuit amperage, and power supply (battery) calculations to include standby and alarm conditions shall be submitted. Standby power requirements shall conform to the type of system being installed. (NOTE: Where security system components are powered from the FACP, they shall be included in the battery calculations).



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14. At the completion of the project, a copy of “as built” drawings shall be provided to the owner/occupant with written operating instructions and maintenance and testing information for the fire alarm system. Such documentation shall be maintained on site and accessible to the authority having jurisdiction (AHJ) and the fire alarm system service provider at all times.
15. An L & I electrical permit with the final approval is required prior to acceptance testing.
16. A Compliance Statement (available at www.monroefire.org) shall be completed and returned prior to scheduling acceptance testing.
17. After acceptance testing has been completed and witnessed by a representative of the AHJ, a completed, NFPA Certificate of Compliance shall be provided by the installing company to the AHJ and the owner/occupant.
18. Listed central station monitoring must be achieved through a certificated or placarded central station. A copy of the certificate or placard of the intended central station must accompany the submittal.



FOR OFFICE USE ONLY
 Permit #(s) _____
 Date: _____

MONROE FIRE DEPARTMENT
 163 Village Court • Monroe, WA 98272
 Phone: (360) 794-7666 • Fax: (360) 794-0959

COMMUNITY DEVELOPMENT / ENGINEERING
 806 West Main Street • Monroe, WA 98272
 Phone: (360) 794-7400 • Fax: (360) 794-4007

CITY OF MONROE – Combined Permit Application

Permit Submittal Hours Monday through Friday:
 Building, Fire & Land Use permits: 9:00 am – 12:00 pm & 2:00 pm – 4:00 pm
 Engineering permits: 8:00 am – 5:00 pm

- | <u>Building</u> | <u>Engineering</u> | <u>Fire</u> | <u>Land Use</u> |
|--|--|---|---|
| <input type="checkbox"/> Building (new construction) | <input type="checkbox"/> Engineering Review | <input type="checkbox"/> Fire Alarm | <input type="checkbox"/> Accessory Dwelling Unit |
| <input type="checkbox"/> Commercial T/I | <input type="checkbox"/> Fencing | <input type="checkbox"/> Fire Sprinkler | <input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Grading | <input type="checkbox"/> High Piled Storage | <input type="checkbox"/> Conditional Use |
| <input type="checkbox"/> Garage/Carport | <input type="checkbox"/> Retaining wall | <input type="checkbox"/> Hood Suppression | <input type="checkbox"/> Rezone |
| <input type="checkbox"/> Mechanical | <input type="checkbox"/> Rockery | <input type="checkbox"/> Spray Booth | <input type="checkbox"/> Shoreline Substantial Develop. |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Right of Way Disturbance | <input type="checkbox"/> Tents & Canopies | <input type="checkbox"/> Short Plat |
| <input type="checkbox"/> Residential Remodel | <input type="checkbox"/> Special Flood Hazard Area | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Sign | <input type="checkbox"/> Utility Service | | <input type="checkbox"/> Planned Residential Develop. |
| <input type="checkbox"/> Other _____ | | | <input type="checkbox"/> Variance |
| | | | <input type="checkbox"/> Other _____ |
- *Please note that all required Electrical Permits will be issued by the Dept. of Labor & Industries.***

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENT

Site Address or Property Location: _____
 Size of site (acre/square feet): _____
 Assessor's Tax Parcel Number (14 digits): _____

Applicant: _____ Phone # (____) _____
 *Signature: _____ Printed Name: _____
 Mailing Address: _____ Fax # (____) _____
 City _____ State _____ Zip _____ E-mail _____

Property Owner: _____ Phone # (____) _____
 **Signature: _____ Printed Name: _____
 Mailing Address: _____ Fax # (____) _____
 City _____ State _____ Zip _____ E-mail _____

ATTACH A SEPARATE SHEET FOR ADDITIONAL PROPERTY OWNERS/ADDITIONAL ADDRESSES

*Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.

**Property Owner(s): By your signature above, you hereby certify that you have authorized the above Applicant to make application on your behalf for this application.



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Contractor: _____ Phone # _____

Fax # _____

Contractor License # _____ Exp. Date: _____

Mailing Address: _____

Contractor's Bond Company: _____

Contractor's Bid Amount or Project Cost (labor and materials): \$ _____

Size or square footage of site: _____

Occupancy classification: _____

Number of devices being installed*: _____

Will a new FACP be installed or replaced? _____

*Devices include separate individual portions of a Fire Alarm System such as: Initiation Devices, Notification Appliances, Flow Switches, Supervisory Switches, Magnetic Door Hold-Open Devices, Remote Annunciators, Pull Stations, Beam Detectors (each piece is one device) and other such devices.

Detailed description of proposal/work:

Snohomish County Multi-Jurisdictional STATEMENT OF FIRE PROTECTION SYSTEM COMPLIANCE

The purpose of this form is to ensure that projects are properly functioning and ready for inspection at the time the inspection is scheduled. Compliance statements falsely or prematurely submitted may result in cancellation of the inspection and an automatic Reinspection fee or other financial penalties by the local jurisdiction.

INSTRUCTIONS: This compliance statement must be completed and submitted to the AHJ prior to scheduling acceptance testing.

In accordance with 901.2.1 of the International Fire Code, I hereby affirm the following, indicated by my initials and signature:

INITIAL ALL STATEMENTS:

- _____ The fire protection system noted below has been properly and completely installed in accordance with approved plans.
- _____ Approved plans will be immediately available for review on site at the time of inspection.
- _____ Permits have been paid for and will be immediately available for review on site at the time of inspection.
- _____ The indicated fire protection system has been tested in accordance with the manufacturer's specifications and the appropriate installation standard.
- _____ Deviations from the design standards (check one):
 - _____ No deviations from design standards
 - _____ Deviations are as follows: (attach approval of deviations) _____

Type of System (limit one per permit number):

Fire Sprinkler Underground NFPA 13-D NFPA 13-R NFPA 13	Fire Alarm Household Commercial	Other Standpipe Hood Suppression Other _____
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INSTALLATION ADDRESS	CITY	PERMIT #
INSTALLING CONTRACTOR SIGNATURE	PRINTED NAME	LICENSE NUMBER

PLEASE FAX THIS COMPLETED STATEMENT TO THE PROPER AUTHORITY HAVING JURISDICTION			
City of Arlington	360-403-9267	City of Marysville	360-659-1382
City of Brier	425-551-1261	City of Mill Creek	425-745-9650
Town of Darrington	360-436-0561	City of Monroe	360-794-0959
City of Edmonds	425-775-7721	City of Mountlake Terrace	425-551-1261
City of Everett	425-257-8139	City of Mukilteo	425-513-2764
City of Goldbar	360-793-8998	City of Snohomish	360-568-1375
City of Granite Falls	360-691-6734	City of Stanwood	360-629-6294
Town of Index	425-388-3670	City of Sultan	360-793-3344
City of Lake Stevens	425-334-6981	Town of Woodway	425-775-7721
City of Lynnwood	425-771-7977	Snohomish County	425-388-3670