



City of Monroe – Hood Suppression Submittal Requirements

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

Hood suppression systems shall be designed, installed, and maintained in accordance with the International Fire Code, 2003 edition and National Fire Protection Association (NFPA) Standards 13 and 25, 1999 edition.

Submittal Requirements

1. Complete City of Monroe permit application.
2. Provide three (3) copies of plans and three (3) sets of technical data and listing sheets.
3. A mechanical permit will also be required. Please complete the attached plumbing/mechanical fixture sheet.
4. System should be designed and wet stamped by a National Institute for Certification Engineering Technologies (NICET) designer.
5. Drawings shall be legible, scaled, and contain only the hood, suppression and appliance components.
6. 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.
7. Include with your submittal a copy of your Department of Labor and Industries contractor's license.
8. Prior to scheduling acceptance testing, the installing contractor must submit a compliance statement (available at www.monroefire.org) to the Fire Prevention Division.
9. Acceptance testing will not occur unless and until fuel or power disconnects are installed, AND fuel or power supply is functional. Successful manual and automatic trips are required for system acceptance. Additionally, a Class K extinguisher must be installed within 30 feet of the cooking line prior to acceptance testing.
10. Installer shall provide a simple sketch or photograph of the cooking line at the time of acceptance to the occupant.



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

<u>Permit Submittal Hours Monday through Friday:</u>	
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

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

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.



Combined Permit Application- Page 2

Contractor: _____ Phone # _____

Fax # _____

Contractor License # _____ Exp. Date: _____

Mailing Address: _____

Contractor's Bond Company: _____

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

Occupancy classification: _____

Is the system (please check one): Pre-Engineered or Site-built

Summary of Use:



Plumbing / Mechanical Fixture Sheet

Plumbing – Permit # _____		Mechanical – Permit # _____	
_____ Toilets	\$10.00	_____ Air Cond. Unit < 100 Btu/h	\$25.00
_____ Bath/Shower Combo	\$10.00	_____ Air Cond. Unit > 100 Btu/h	\$40.00
_____ Lavatory	\$10.00	_____ Air Cond. Unit > 500 Btu/h	\$52.00
_____ Shower (only)	\$10.00	_____ Refrig. Unit < 100 Btu/h	\$25.00
_____ Kitchen Sink & Disposal	\$10.00	_____ Refrig. Unit > 100 Btu/h	\$40.00
_____ Dishwasher	\$10.00	_____ Refrig. Unit > 500 Btu/h	\$52.00
_____ Laundry Tray	\$10.00	_____ Boiler < 100 Btu/h > 3hp	\$25.00
_____ Clothes Washer	\$10.00	_____ Boiler > 100 Btu/h 3-15hp	\$40.00
_____ Water Heater	\$10.00	_____ Boiler > 500 Btu/h 15-30hp	\$52.00
_____ Urinal	\$10.00	_____ Boiler > 1million Btu/h < 50hp	\$70.00
_____ Drinking Fountain	\$10.00	_____ Boiler > 1.5million Btu/h < 50hp	\$100.00
_____ Pretreatment Interceptor	\$10.00	_____ Gas Fired AC < 100 Btu/h	\$25.00
_____ Alteration/repair piping	\$10.00	_____ Gas Fired AC > 100 Btu/h	\$40.00
_____ Floor Drains/Floor sinks	\$10.00	_____ Gas Fired AC > 500 Btu/h	\$52.00
_____ Hose Bibbs	\$10.00	_____ Forced Air Heat < 100 Btu/h	\$25.00
_____ Roof Drains	\$10.00	_____ Forced Air Heat > 100 Btu/h	\$40.00
_____ Sink (bar, service, etc.)	\$10.00	_____ Gas Fired furnace < 100 Btu	\$25.00
_____ Backflow Assembly	\$10.00	_____ Gas Fired furnace > 100 Btu	\$40.00
_____ Base Plumbing Fee	\$25.00	_____ Unit Heaters < 100 Btu/h	\$25.00
_____ Building Main Waste	\$25.00	_____ Unit Heaters > 100 Btu/h	\$40.00
_____ Icemaker/Refrigerator	\$10.00	_____ Clothes Dryers–Gas Fired	\$15.00
_____ Grease Trap	\$25.00	_____ Exhaust Fans	\$10.00
_____ Grease Interceptor	\$100.00	_____ Range Hoods	\$25.00
_____ Reinspection Fee (all)	\$50.00	_____ Air Handling Units	\$15.00
_____ Additional Plan Review fees	\$50.00	_____ Range/Cooktop-Gas Fired	\$15.00
_____ Supplemental Permit Fee	\$10.00	_____ Fireplace/Insert/Stove	\$15.00
_____ Public Works Insp. Fee	\$34.13	_____ Water Heater-Gas Fired	\$15.00
_____ Med Gas Piping < 5 inlets/outlets	\$60.00	_____ Gas Piping <5 units	\$10.00
_____ Med Gas Piping > 5 inlets/outlets	\$ 5.00	_____ Gas Piping >5 units	\$ 2.00
		_____ Base Mechanical Fee	\$25.00
		_____ Heat Pump	\$15.00
		_____ Evaporative coolers	\$15.00
		_____ Miscellaneous Appliance	\$15.00
		_____ Heat Exchangers	\$15.00
		_____ Condensers	\$20.00
		_____ Reinspection Fee	\$50.00
		_____ Supplemental Permit Fee	\$10.00
		_____ Ductwork (drawings req.)	\$20.00

Commercial plumbing & mechanical permits are required to submit line drawings. A plan review fee of 65% for plumbing and 25% for mechanical will be assessed at time of submittal

An inspection is required on Backflow Assembly(s) at time of installation. Assemblies are to be initially tested by the Monroe Water Dept. Assemblies are required to be tested annually thereafter.

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

<table style="width: 100%; border: none;"> <tr><td style="padding: 2px;">City of Arlington</td><td style="padding: 2px;">360-403-9267</td></tr> <tr><td style="padding: 2px;">City of Brier</td><td style="padding: 2px;">425-551-1261</td></tr> <tr><td style="padding: 2px;">Town of Darrington</td><td style="padding: 2px;">360-436-0561</td></tr> <tr><td style="padding: 2px;">City of Edmonds</td><td style="padding: 2px;">425-775-7721</td></tr> <tr><td style="padding: 2px;">City of Everett</td><td style="padding: 2px;">425-257-8139</td></tr> <tr><td style="padding: 2px;">City of Goldbar</td><td style="padding: 2px;">360-793-8998</td></tr> <tr><td style="padding: 2px;">City of Granite Falls</td><td style="padding: 2px;">360-691-6734</td></tr> <tr><td style="padding: 2px;">Town of Index</td><td style="padding: 2px;">425-388-3670</td></tr> <tr><td style="padding: 2px;">City of Lake Stevens</td><td style="padding: 2px;">425-334-6981</td></tr> <tr><td style="padding: 2px;">City of Lynnwood</td><td style="padding: 2px;">425-771-7977</td></tr> </table>	City of Arlington	360-403-9267	City of Brier	425-551-1261	Town of Darrington	360-436-0561	City of Edmonds	425-775-7721	City of Everett	425-257-8139	City of Goldbar	360-793-8998	City of Granite Falls	360-691-6734	Town of Index	425-388-3670	City of Lake Stevens	425-334-6981	City of Lynnwood	425-771-7977	<table style="width: 100%; border: none;"> <tr><td style="padding: 2px;">City of Marysville</td><td style="padding: 2px;">360-659-1382</td></tr> <tr><td style="padding: 2px;">City of Mill Creek</td><td style="padding: 2px;">425-745-9650</td></tr> <tr><td style="padding: 2px;">City of Monroe</td><td style="padding: 2px;">360-794-0959</td></tr> <tr><td style="padding: 2px;">City of Mountlake Terrace</td><td style="padding: 2px;">425-551-1261</td></tr> <tr><td style="padding: 2px;">City of Mukilteo</td><td style="padding: 2px;">425-513-2764</td></tr> <tr><td style="padding: 2px;">City of Snohomish</td><td style="padding: 2px;">360-568-1375</td></tr> <tr><td style="padding: 2px;">City of Stanwood</td><td style="padding: 2px;">360-629-6294</td></tr> <tr><td style="padding: 2px;">City of Sultan</td><td style="padding: 2px;">360-793-3344</td></tr> <tr><td style="padding: 2px;">Town of Woodway</td><td style="padding: 2px;">425-775-7721</td></tr> <tr><td style="padding: 2px;">Snohomish County</td><td style="padding: 2px;">425-388-3670</td></tr> </table>	City of Marysville	360-659-1382	City of Mill Creek	425-745-9650	City of Monroe	360-794-0959	City of Mountlake Terrace	425-551-1261	City of Mukilteo	425-513-2764	City of Snohomish	360-568-1375	City of Stanwood	360-629-6294	City of Sultan	360-793-3344	Town of Woodway	425-775-7721	Snohomish County	425-388-3670
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