



SUBMITTAL CHECKLIST FIRE ALARM



This submittal checklist is intended to assist you in preparing and submitting a complete application. You must submit all items in **Part 1 - Submittal Requirements** so that your application can be accepted. **Part 2 – Fully Complete Details** provides you with more detail and code references for certain submittal items. Use Part 2 as a reference to submit the required items correctly. Once your application is determined to be counter complete, a review for technical completeness is conducted and you may be required to submit additional information in order to proceed with further review of your application.



Applicant Name: _____ Assessor Tax Parcel #: _____

Project Name: _____

Fees are due at the time of submittal. [See Current Fee Schedule.](#)

Please be aware that refund requests must be received postmarked within one year of the original payment date.

Accepted forms of payment:

- Cash
- Check/Cashier's Check - Make checks payable to Kitsap County Dept of Community Development
- Electronic Checks - \$1.00 flat fee per electronic check
- Credit Cards: MasterCard, Discover, American Express or VISA - a third party convenience fee of approximately 2.5% will apply.



Part 1 –Submittal Requirements

Please be aware that permit application submittals can take 30 – 45 minutes for each application. This is to ensure application materials are complete and accurately prepared for a timely review from county staff.

Use the column to the left to check off items included with your application.

✓	Required Application
	1. Project Application – 1 original plus 1 copy
✓	Required Submittal Items
	2. Submittal Checklist – 1 original plus 1 copy
	3. Proof of current 01 or 06 license issued by the Washington State Department of Labor and Industry.
	4. Cut sheets or other necessary information for all devices and equipment – 2 sets
	5. A single-line riser diagram of all devices, circuits, power connections and interfaces – 2 sets
	6. A project narrative to include design assumptions for detection and notification, current and projected occupancy type, scope of work, type of panel, and number of devices – 2 sets
	7. The interface of all fire safety control functions – 2 sets
	8. A Sequence of Operation / Alarm Matrix – 2 sets

	9. Name and contact information for the listed supervising or remote station - 1 original plus 1 copy
	10. If system layout is a performance base design, include design parameters and values per NFPA 72, Appendix B – 1 original plus 1 copy (1 set to be 11"x17" or smaller)
	11. Zone maps may be required at the discretion of the AHJ – 1 original plus 1 copy (1 set to be 11"x17" or smaller)
	12. Battery Calculations – 2 sets
	13. Floor Plan: Must include the use of each room and devices in each room or area. 1 set of 24x36 and 1 set of 11x17 drawn to a recognized scale

Part 2 – Fully Complete Details



Code updates and references under construction. We appreciate your patience and flexibility.