



SUBMITTAL CHECKLIST FIRE SUPPRESSION SYSTEM

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 Check
- Credit Cards: MasterCard, Discover, American Express or VISA



Part 1 –Submittal Requirements

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

✓	Required Application
	1. Project Application - 1original plus 1 copy
✓	Required Submittal Items
	2. Submittal Checklist – 1 original plus 1 copy
	3. Proof of current license issued by Washington State – 1 original.
	4. Floor Plans, with date prepared and/or revised, drawn to an indicated scale, on sheets of uniform size, with a plan of each floor – 2 sets (1 set to be 11"x17" or smaller)
	5. Cut sheets or other necessary information for all devices and equipment – 2 sets
	6. Hydraulic Calculations – 2 sets
	7. Fire supply information – 2 sets

Part 2 – Fully Complete Details



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