



# SUPPORTING DOCUMENT **COMMERCIAL FIRE ALARM** **EXISTING** **(NO CHANGE OF USE)**

The purpose of issuing certain fire code permits over the counter is to reduce permitting lead time for projects with limited scope. All permits issued over the counter are subject to field inspection with the understanding that applicants are ultimately responsible for code compliant construction practices. General inquiries regarding specific code questions may be made at any time; however the applicant assumes the responsibility to correct all code deficiencies regardless of conditions. If you prefer to waive over the counter processing, you may elect to request a plan review by DCD prior to issuing your permit.

The information in this supporting document is intended to provide DCD with additional information and explain the common codes which can apply to your project. At your first inspection, the inspector will discuss your project and detail additional code items which will need to be addressed with your project.

## **Section 1 – Project Information (select one).**

- Initiating Device Change Out:** \_\_\_\_\_. (No relocations - listed for panel) OR
- Notification Appliances Change Out:** \_\_\_\_\_. (No relocations - listed for panel) **OR**
- Tenant Improvement/Alteration**

Relocating \_\_\_\_\_ Initiating Devices  
Adding \_\_\_\_\_ Initiating Devices                      **TOTAL \_\_\_\_\_ (Maximum 10)**  
Removing \_\_\_\_\_ Initiating Devices

Relocating \_\_\_\_\_ Notification Appliances  
Adding \_\_\_\_\_ Notification Appliance                      **TOTAL \_\_\_\_\_ (Maximum 10)**  
Removing \_\_\_\_\_ Notification Appliance

- Communicator Replacement or Upgrade**

## **Verify Each of the Following Required Conditions**

- All work completed in accordance with applicable IFC/IBC, NFPA standards, and county ordinances. (The adopted NFPA 72 edition is 2010)
- New devices/appliances are listed for the panel.
- Work will not exceed NAC capacity or voltage drop.
- System is not a Voice Evacuation System
- This is not a panel replacement or upgrade.

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

Accepted forms of payment:

- Cash
- Check/Cashier's Check - Make checks payable to Kitsap County Dept of Community Development
- Electronic Checks
- Credit Cards: MasterCard, Discover, American Express or VISA



**Section 2 – Counter Complete Submittal Requirements**

Use the column to the left to check off items included with your submittal

✓	Required Submittal Items
	Completed Supplemental Application
	Completed Supporting Document
	Proof of current 01 or 06 license issued by the WA State Dept. of Labor and Industry
	Floor Plans – 2 Copies no larger than 11 x 17 (dimensional minimal 1/8")
	Equipment Cut Sheets – 2 Copies
	Strobe Visibility Table and Heat Detector Reduction Table (If applicable) – 2 Copies
	Battery Calculations – 2 Copies

**Section 3 - Inspections**

- A functionality and acceptance test shall be witnessed by the AHJ. The installer shall provide all necessary test equipment including volt/ohm and decibel meter. As required by NFPA 72
- A "Record of Completion" and the associated Inspection Testing Form from NFPA 72 shall be delivered to the AHJ prior to the inspection.
- Re-inspection/additional fees may apply if:
  - Work was not in accordance with permit application
- The system shall have been under battery power for the 24 hours immediately preceding the functional test.

**Section 4 – General Code Provisions**

**General Requirements**

1. System and components shall be listed and approved for the purpose for which they are installed. IFC 907.1.3
2. Secondary power supply shall have sufficient capacity to operate the fire alarm system under quiescent load for a minimum of 24 hours and, at the end of that period, shall be capable of operating all alarm notification appliances used for evacuation for 5 minutes. NFPA 72 10.5.6.3.1
3. Automatic fire detectors shall be smoke detectors, except when approved by the Fire Marshal an alternative type of detector may be installed in a space where a smoke detector may actuate, causing false alarms. IFC 907.2 amended by Kitsap County.
4. Ceiling height of 10 feet to 30 feet where heat detectors are installed shall have their spacing reduced per NFPA 72 Table 17.6.3.5.1

I hereby certify that I am the owner (or owner’s authorized agent) of this property or an appropriately licensed contractor (or the firm’s authorized agent) and the installation of the work described will be performed in accordance with all applicable laws & codes, including state contractor registration laws. I understand that failure to comply may result in revocation of any permit from this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

