



Fire Installation Permit Application



SITE LOCATION

Site address: _____
 Project name/Tenant: _____
 Associated Permits: _____
 Property owner: _____

Office Use Only

PROJ: _____ DATE: _____
 BLDG: _____ APP EXPIRES: _____
 FIRE: _____ ACCEPTED BY: _____
 PAYMENT METHOD: _____ TYPE: _____

APPLICANT INFORMATION

Contact Person: _____ Address: _____
 Company Name: _____ City: _____
 Phone: _____ Fax: _____ State: _____ Zip: _____
 E-mail: _____

CONTRACTOR

Contractor Name: _____ State Contractors License #: _____
 Contact Person: _____ Expiration Date: _____
 Business address: _____ Redmond Business License #: _____
 City: _____ Phone: _____ Fax: _____
 State: _____ Zip: _____ E-mail: _____

DESCRIPTION OF WORK

TYPE OF PERMIT

Note: Check the appropriate scope of work to determine which permit you are applying for. **ONLY ONE PERMIT TYPE IS ALLOWED PER APPLICATION.** BOTH A PERMIT APPLICATION AND ASSOCIATED SUBMITTAL CHECKLIST WHERE APPLICABLE ARE REQUIRED AT TIME OF PERMIT APPLICATION. (Submittal Checklists for each Permit Type can be found at www.redmond.gov/prevention under "Quick Links", Forms and Fire Codes/Standards)

Battery Systems:

Quantity: _____

Cryogenic Fluids:

Quantity: _____

Industrial Ovens:

Quantity: _____

Emergency Responder Radio:

Quantity: _____

Solar Photovoltaic Power Systems:

Quantity: _____

HPM Facilities (check only one):

No submittal checklist required. See Deputy Fire Marshal.

Level 1: 1 to 4 ct. specialized equipment

Level 2: 5 to 8 ct. specialized equipment

Level 3: Any new facility

Compressed Gases:

No submittal checklist required.

Quantity: _____

Private Fire Hydrants:

No submittal checklist required.

Quantity: _____

TYPE OF PERMIT (CONTINUED)

LP gas Store/Handle/Use/Dispense *(check only one):*

- Level 1: $\leq 1,000$ # aggregate
- Level 2: $> 1,000 \leq 4,000$ # aggregate
- Level 3: $> 4,000$ # aggregate

Places of Assembly *(check only one):*

- Level 1: $> 50 \leq 100$ occupant load
- Level 2: $> 100 \leq 500$ occupant load
- Level 3: > 500 occupant load

Refrigeration Equipment *(check only one):*

- Level 1: Min. 220# Group A1; 30# other refrigerant not level 2 or 3
- Level 2: Refrigerant machinery room
- Level 3: Equipped with treatment/flaring/ammonia diffusion system

Spraying and Dipping *(check only one):*

- Level 1: 1 spray area, dip tank, powder coating ops/fire area
- Level 2: $> 1 \leq 3$ spray areas, dip tanks, powder coating ops/fire areas
- Level 3: > 3 spray area, dip tanks, powder coating ops/fire areas

Flammable/Combustible Liquids *(check only one):*

(To install, alter, remove, or abandon a tank storing flammable/combustible liquids)

- Level 1: $>$ Permit amount & ≤ 500 gallons
- Level 2: > 500 gallons $\leq 1,000$ gallons
- Level 3: $> 1,000$ gallons

Hazardous Materials *(check only one):*

- Level 1: $>$ Permit amount of 1 to 5 materials
- Level 2: $>$ Permit amount of 6 to 10 materials
- Level 3: $>$ Permit amount of more than 10 materials

High Piled Storage *(check only one):*

- Level 1: $>$ Permit amount to 2,500 sf
- Level 2: $> 2,500$ sf to 12,000 sf
- Level 3: $> 12,000$ sf

Smoke Control Systems *(check only one):*

- Level 1: Modify Existing
- Level 2: Prescriptive System
- Level 3: Performance-Based Design

I understand that all applicable codes apply. Errors and/or omissions on the plans and corrections from field inspections are the responsibility of the owner/contractor. All work is subject to compliance with City of Redmond ordinances and laws of the State of Washington.

APPLICANT NAME

SIGNATURE



Place of Assembly Submittal Checklist

Updated Sept. 2, 2016 to the 2015 International Fire Code



Electronic Plan Standards

File Naming Standards:

Electronic plans and documents shall be named as specified in **bold type** under "Permitting Requirements". For example, the seating plan must be named "**Seating Plan**".

Acceptable File Types:

Plans, calculations, specifications and supporting documents shall be uploaded as a PDF file.

Plan Sheet Standards:

All plans shall be drawn to scale, as identified in the checklist, and each sheet shall state the scale.

Document Orientation:

All **plans** must be uploaded in "**Landscape**" format in the horizontal position. All other documents can be in "Portrait" format.

PROJECT INFO

Site address: _____ Associated Permits: _____

Project name/Tenant: _____ Property Owner: _____

PERMITTING REQUIREMENTS

An IFC Fire Installation Permit to **operate a place of assembly** is required to use a building or portion of a building for the **gathering of 50 or more people** for purposes such as civic, social or religious functions, recreation, food or drinking consumption, or awaiting transportation. A SINGLE FIRE INSTALLATION PERMIT IS ATTACHED FOR ALL NEW PLACES OF ASSEMBLY WITHIN A BUILDING. The permit fee is based on the aggregate total of all new assembly areas. **The following information is required at the**

- Completed "**Fire Installation Permit Application**"
- Completed "**Place of Assembly Submittal Checklist**". Check all checkboxes that are applicable to your project.
- Seating Plan**

SEATING PLAN

The following is a list of information required on all plan submittals for review of a place of assembly permit. The plan shall be drawn to 1/8" = 1'-0" minimum scale. The applicant is required to submit all of this information so an accurate and timely review may be done:

General Requirements:

Provide a **seating plan(s)** of all possible seating configurations of the room being used as a place of assembly. The plan shall include the dimensions of all aisles, seating and/or fixed equipment.

Occupant Load:

Every room or space that is an assembly occupancy shall have the maximum occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. Posted signs shall be of legible permanent design and shall be maintained by the owner or occupant of the space. (IFC 1004.3)

For areas having fixed seats and aisles, the occupant load shall be determined by the number of fixed seats installed. The occupant load for areas in which fixed seating is not installed, such as waiting and wheelchair spaces, shall be determined in accordance with Section 1004.1.2 and added to the number of fixed seats. (IFC 1004.4)

PLANS (CONTINUED)

Occupant Load:

- For areas having fixed seating without dividing arms, the occupant load shall not be less than the number of seats based on one person for each 18 inches of seating length. (IFC 1004.4)
- The occupant load of seating booths shall be based on one person for each 24 inches of booth seat length measured at the backrest of the seating booth. (IFC 1004.4)

Exit Doors:

- Each door in a means of egress from a Group A occupancy having an occupant load of 50 or more shall be provided with panic hardware. (IFC 1010.1.10)
- In buildings of Group A occupancy having an occupant load of 300 or less, the main exterior door(s) are permitted to be equipped with key-operated locking devices from the egress side provided: (IFC 1010.1.9.3)
 - The locking device is readily distinguishable as locked
 - A readily visible durable sign is posted on the egress side on or adjacent to the door stating: **THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED**. The sign shall be in letters 1 inch high on a contrasting background.

Exit Signs:

- Exits and exit access doorway shall be marked by an approved exit sign readily visible from any direction of egress travel. Exit signs shall be installed in accordance with IFC Section 1013.