This submittal checklist is intended to assist you in preparing and submitting a complete application. By providing all the information listed in this checklist and any other requested information pertinent to your project, you are assuring the quickest possible turnaround time for plan review. It is the responsibility of the Applicant to assure that all applicable code requirements are satisfied.

**SUBMITTAL REQUIREMENTS**

Unless otherwise noted, provide **three** sets or copies of each.

At a minimum, application submittal packages shall include the following:

- Completed Permit Application Form 200 with Original Signature.
- Completed Submittal Checklist.
- Proof of current license issued by the State of Washington. (1 copy)

- **Floor Plan(s):**
  - Show each floor on a separate sheet, drawn to an indicated scale.
  - Show date prepared and/or revised.
  - List year edition of NFPA being used for system design.
  - Provide name of owner and occupant.
  - Provide location of project including address.
  - Provide required information including but not limited to:
    - construction types
    - room identification
    - full height cross section or schematic diagram including structural members information for clarity, ceiling construction and method of nonmetallic piping
    - elevations
    - type/schedule/size of pipe, piping and main support
    - detail underground piping of water supply and hydrant location
    - hydraulic reference points
    - valves, backflow preventers, welding
    - total area protected by each system on each floor.
  - Where equipment is to be installed as an addition to an existing system, indicate enough of the existing system to make all conditions clear.
  - Include sprinkler make, type, model, nominal K-factors, and number on each riser per floor.

- **Cut sheets or other necessary information for all devices and equipment.**

- **Hydraulic Calculations.**
  - Prepare hydraulic calculations on form sheets that include a summary sheet, detailed work sheets, a water supply analysis, a node analysis and graph sheets.
  - Provide water supply capacity information:
    - location and elevation of static and residual test gauge with relation to riser reference point
    - flow location, static pressure, residual pressure, flow, gpm
    - other sources of water supply with pressure or elevation
    - date/time of test, conducted by or information supplied by
  - 13R system shall have at least one automatic water supply. Verify water supply is capable of supplying demand system for at least 30 minutes.

- **Fire Supply information.**

By checking the above boxes you are indicating that all required information is present and that the submittal is ready for review and subsequent approval. **WORK REQUIRING A PERMIT IS NOT AUTHORIZED UNTIL PLANS ARE REVIEWED AND APPROVED AND NECESSARY PERMITS ARE ISSUED.**

Signature: ___________________________ Date: ___________________________

Print Name: ___________________________