

FIXED SUPPRESSION SYSTEMS

GENERAL INFORMATION

A Fixed Suppression System Permit is required for the installation or modification of kitchen hood systems, special extinguishing systems, clean agent systems, etc.

Below is a list of the items required to be submitted with a Fixed Suppression System Permit. These items are required to be submitted *at the same time*, in the correct electronic format, through the City's SmartGov Permit Portal. The City cannot accept paper applications, plans, or other associated materials.

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.

SUBMITTAL REQUIREMENTS

Staff recommends that Applicants gather all of the below-listed items before logging onto the City's permit portal to submit a permit because each of the listed items is required to be submitted when you apply for your permit. Please pay attention to the format each of the listed items is required to be in because staff will reject submittals that are not correctly formatted.

If you are not sure what a submittal item is, or what the required format means, it is important for you to communicate with the City before you attempt to submit a permit. The City would much rather discuss your submittal and have you provide the correct items than have you upload submittals that we have to reject.

Next to the name of each of the below-listed submittal items are notes regarding the type of PDF document and the required name of the document. The City uses an electronic plan review system that necessitates these standards.

Additional information regarding the required format for all submittal items can be downloaded from the City's Permit Portal by clicking [HERE](#) and once on this page downloading the handouts named *Electronic Document Submittal Requirements* and *Pre-Submittal Reminders for Applicants*.

ITEMS REQUIRED TO BE SUBMITTED

MANUFACTURER'S CUT SHEETS FOR ALL EQUIPMENT (NATIVE OR MIN. 300 DPI SCANNED PDF NAMED MANUFACTURER'S CUT SHEETS)

Documents that summarize the performance and technical characteristics of the nozzles uses, specific to each piece of equipment being protected, extinguishing agent tank size with system design criteria.

ISOMETRIC PLAN(S) (NATIVE OR MIN. 300 DPI SCANNED PDF NAMED ISOMETRIC PLANS)

Plans showing the location and type of all nozzles/pipe lengths, extinguishing agent tank(s), and fusible link locations

FLOOR PLANS *(NATIVE OR MIN. 300 DPI SCANNED PDF NAMED FLOOR PLANS)*

The floor plans must be drawn to-scale with each sheet indicating the scale and containing a north arrow, be no less than 11-inch by 17-inches in size, and be uploaded in 'landscape' orientation versus a horizontal position.

- The floor plans are required to show the locations, size of the Hood(s), equipment under the hood(s), manual pull station extinguishing agent/actuator location.

FIXED SUPPRESSION SYSTEM APPLICATION FORM

The Applicant must download and fill out the City's Fixed Suppression System Application Form.

APPLICATION FEES

Application fees will be calculated by the City once your application is deemed complete.

G. REQUIRED TO BE CONNECTED TO THE BUILDING FIRE ALARM?	YES	NO
H. MULTIPLE HOOD SUPPRESSION SYSTEMS?	YES	NO
I. LIST OF NUMBER AND TYPE OF NOZZLES:		
J. LIST THE NUMBER OF FUSIBLE LINKS:	LINK TEMPERATURE(S):	

④ LIST OF APPLIANCES PROTECTED AND THEIR FUEL SOURCES

APPLIANCES PROTECTED:	FUEL SOURCE OF LISTED APPLIANCE:		
1.	GAS	ELECTRIC	OTHER:
2.	GAS	ELECTRIC	OTHER:
3.	GAS	ELECTRIC	OTHER:
4.	GAS	ELECTRIC	OTHER:
5.	GAS	ELECTRIC	OTHER:
6.	GAS	ELECTRIC	OTHER:
7.	GAS	ELECTRIC	OTHER:

I hereby declare that I am either the owner of the property listed on this application or the owner of this property has authorized me to be their representative to act for them. I also declare under penalty of perjury under the laws of the State of Washington that all of the statements and answers contained herein, and the information submitted with this application form, is in all respects true, correct, and complete to the best of my knowledge and belief.

In addition, I confirm that I have read the Fixed Suppression System Permit Instructions, applicable codes and standards and verify that the system described in this permit application has been designed to, and will be installed in accordance with, the requirements of the Mount Vernon Municipal Code, the International Fire Code, and all other Federal and State laws/requirements.

NAME OF THE PERSON SUBMITTING THIS APPLICATION

DATE

**** REMINDER ****

AFTER FILLING OUT THIS FORM YOU NEED TO SAVE IT TO YOUR COMPUTER AND NAME IT SUPPRESSION APPLICATION FORM. THIS IS IMPORTANT BECAUSE YOU WILL BE UPLOADING THIS DOCUMENT INTO THE CITY'S PERMIT PORTAL AND YOU WILL BE REQUIRED TO UPLOAD THE NATIVE PDF (NOT A SCANNED COPY) OF THIS FORM INTO A SPOT WITHIN THE PERMIT PORTAL NAMED SUPPRESSION APPLICATION FORM.