



**DEPARTMENT OF COMMUNITY DEVELOPMENT**

621 Sheridan Street, Port Townsend, WA 98368  
 Tel: 360.379.4450 | Fax: 360.379.4451  
 Web: [www.co.jefferson.wa.us/communitydevelopment](http://www.co.jefferson.wa.us/communitydevelopment)  
 E-mail: [dcd@co.jefferson.wa.us](mailto:dcd@co.jefferson.wa.us)

**FIRE SYSTEM PERMIT APPLICATION**

**Steps in the Permit Process:**

- Complete Permit application
- Submit plans, see required submittal items on second page, fees are due at time of submittal
- Plan review by Fire Marshal
- Permit issued and work may be started

Permit Type			
	Fire Alarm System		Underground Oil Tank
	Fire Sprinkler System		Temporary Fireworks Stand
	Hood and Duct Suppression System		Security Gates
	Hot Work		Spray Booth

Work Proposed On			
	Single Family Residence		Commercial
	Multi-Family or similar occupancy		Industrial

Site Information	
Assessor Tax Parcel Number: _____	Est. Cost of Project: \$ _____
Site Address and/or Directions to Property: _____	
Description of Work: _____	

Property Owner	
Name: _____	
Address: _____	
Phone #: _____	E-mail Address: _____

Applicant/Contractor: Authorized Agent/Representative	
Name: _____	
Phone #: _____	E-mail Address: _____
License #: _____	Expiration Date: _____

By signing this application form, the owner/agent attests that the information provided herein, and in any attachments, is true and correct to the best of his, her or its knowledge. Any material falsehood or any omission of a material fact made by the owner/agent with respect to this application packet may result in making any issued permit null and void.

I further agree to that all activities I intend to undertake or complete associated with this permit will be performed in compliance with all applicable federal, state and county laws and regulations and I agree to provide access and right of entry to Jefferson County and its employees, representatives or agents for the sole purpose of application review and any required later inspections. Applicant may request notice of the County's intent to enter upon the property for visits related to this application and subsequent permit issuance.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Submittal notes, by permit type:**

**Fire Alarm Plans:**

- Submit two complete sets of fire alarm plans for review and approval
- Plans to include floor plan, detector locations, battery calculations, monitoring company, and type of communicator
- Work must be completed by licensed fire alarm contractor

**Fire Sprinkler Plans:**

- Submit two complete sets of sprinkler system plans for review and approval
- Plans to include floor plan, hydraulic calculations, sprinkler heads: count, type, and locations
- Work must be completed by licensed fire sprinkler contractor

**Underground oil tank - Residential:**

- Provide a site plan, showing the location of the tank and its relation to the house
- Indicate if tank is to be removed or abandoned in place
- Work may be completed by home owner

**Underground oil tank - Commercial:**

- Provide site plan, detailing location of tank(s)
- Provide contractors information
- Have site inspected as per Department of Ecology requirements
- Work must be completed by licensed contractor

**Hood and Duct Suppression System plans:**

- Submit two complete sets of plans detailing type of system and head location
- Work must be completed by a licensed installer

**LPG Tank installation:**

- Provide site plan detailing the size location of tanks to be installed
- Site plan shall also indicate property lines, and building locations
- Work to be completed by certified installer

OFFICE USE ONLY	
<b>Fire Permit Fees</b>	
Mechanical Permit fee	\$194.00
Fire Review fee	\$194.00
Project Scanning Fee	\$24.00
	<i>Subtotal</i>
	\$412.00
Technology Fee – 5%	20.60
<b>Total Fees*</b>	<b>\$432.60</b>

\*Additional fees may apply

Temporary Fireworks Stand – RCW 70.77.555	\$100.00
---	----------