

Seattle Fire Prevention Division

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Fire Sprinkler Permitting and Inspections

When Is a Sprinkler Permit or Plan Review Required?

Permits are not required for projects that replace sprinkler heads with ones having the same characteristics. An over the counter fire suppression permit with SFD inspection is required when you are modifying or adding up to 25 sprinklers, or if you are replacing a fire pump with a new pump with the same technology and capabilities. A full fire suppression permit with Seattle Fire Department plan review and inspection is required for new sprinkler systems with any number of devices; modifications or additions affecting 25 or more sprinklers; and/or new or replacement pumps or standpipes. These requirements come from Seattle Fire Department [Administrative Rule 9.03](#).

The -FS permits may also be pulled for installation and modification of standpipes and pumps, and for the connection of a sprinkler system to the City water mains, if that work is not bundled with a fire sprinkler system proposal. Please see additional specific guidance related to fire pump replacement in our [Fire Pump Information Sheet](#).

Permit Process Requirements

Apply for permits using the [Seattle Services Portal](#).

Submit plans and attachments where required. Plans for new systems (NFPA 13, 13R and 13D) shall be in accordance with the appropriate NFPA standard, [SFD Administrative Rule 9.03](#), the Seattle Fire Code, and SFD CAM 5002, [Online File Submittal Standards-Shop Drawers for Fire Protection Systems](#).

1. Plans shall meet NFPA 13, 13R, 13D (or P2904) submittal requirements.
2. Upload as separate, individual pdf files:
 - An official [SPU Fire Flow Availability Report](#) or, for NFPA 13D systems using the simplified calculation method, a [Water Availability Certificate](#). For the fire flow availability report, if a flow test has been performed in the near vicinity in the last five years, there will be no charge. However, if no test has been performed within five years, SPU will require you to pay for and schedule a new test in order for them to verify fire flow and produce the report. Please plan ahead and request this document timely.
 - Hydraulic calculations (exception: not required for 13D or P2904 systems that were not designed using hydraulic calculations).
 - Data sheets for the system components (13, 13R, and 13D).

If needed, make corrections and resubmit your plans. If your plan is not initially approved, you will receive an email telling you that corrected plans and/or additional information can be uploaded into your portal. The more complete your submittal package is, the less likely you are to need correction rounds.

Obtain Your Permit. You will need to pay your fees prior to permit issuance. [Pay Permit Fees Online](#)

Print your permit. We will notify you when we have issued your permit and the documents are available in your [Seattle Services Portal](#). Print the permit and approved plan set.

Display your permit. Place your permit in a visible location on the project site.

Request an SFD inspection. Please [schedule your inspection](#) in advance. SFD is scheduling 2-4 weeks out based on staffing. Please also review our [Construction Inspections](#) webpage and SFD CAM 5966, [The Engineering Inspection Process](#), to ensure you understanding preconditions and requirements so you can be ready to pass your inspection. After SFD provides a final okay on your inspection using a paper form, our office will close out your -FS permit in the Seattle Services Portal.

Inspection types you may need: “Sprinkler”, “TI-Sprinkler <25”, “Standpipe”, “Pump”, “Underground”. Use the “Sprinkler” and “TI-Sprinkler <25” inspection types for hydro, cover and final inspections. You can piggyback or combine sprinkler inspections with standpipe and underground inspections by requesting a sprinkler inspection and adding remarks about the scope.

The following tables provide a summary of permitting and inspection requirements.

Table 1: SFD – Underground Requirements

UG Requirements	13D	13R	13
Underground Connection	Handled by plumbing requirements.	If UG work will be performed by contractor pulling sprinkler permit, include on same permit. Otherwise UG contractor pulls own -FS permit. New UG connections always require SFD plan review.	If UG work will be performed by contractor pulling sprinkler permit, include on same permit. Otherwise UG contractor pulls own -FS permit. New UG connections always require SFD plan review.

Table 2: Inspection Pre-Requisites for a Sprinkler Inspection

Inspection Pre-Requisite	OTC Permit <25 sprinklers*	Permit w/Plan Review for TI (25+)	Permit w/Plan Review (New System)
Permits	-FS permit issued	-FS permit issued	-FS permit issued
Printed and stamped plans on site	N/A	Yes	Yes
SFD-certified personnel on site (to be coordinated by the person requesting the inspection)	AS-3 or AS-2 (not required for 13D/P2904)	- AS-3 or AS-2 (not required for 13D/P2904) - If pumps: FP-1 or FP-ITM depending on scope - If standpipes: STP-ITM for maintenance. Installation of new standpipes requires AS-3 or AS-2.	- AS-3 or AS-2 (not required for 13D/P2904) for sprinklers and standpipe installs - If project has a pump, FP-1 on site. - If project required an EL permit for FA, then FA-1 is needed. OK to stack both these insp. - State U for Underground work (if applicable).

Required equipment on site	No bucket test required in Seattle.	Hoses for flow testing (2.5" or to fit FDC/pump). For UG: sufficient # of fire hoses to test required flush (2.5"), burlap sack for each.	Hoses for flow testing (2.5" or to fit FDC/pump). For UG: sufficient # of fire hoses to test required flush (2.5"), burlap sack for each.
Prior to cover	Pipes not covered/ceiling tiles removed and affected piping not concealed.	Pipes not covered/ceiling tiles removed and affected piping not concealed	Pipes not covered/ceiling tiles removed and affected piping not concealed

* The OTC contractor is responsible to properly modify systems by following all relevant codes and standards including sprinkler head requirements based on k-factor changes, storage, hazard being protected, and system type; and additional requirements related to pipe size and sprinkler type in pipe schedule systems.

Table 3: Inspection Requirements for Final SFD Sign Off on Sprinkler System

Inspection Requirement	TI/Addition/Modification	New System
Contractor's Material and Test Certificate (CMTC) Above Ground	Yes, if project affected above ground piping and 25+ sprinklers	Yes
CMTC Below Ground	Yes, if project affected underground piping (N/A for NFPA 13D/P2904 systems)	Yes, if project affected underground piping
SFD Acceptance Test (Inspector to provide form in field)	No	Yes (except not required for 13D/P2904 systems). SFD will bring our own form, this is not in TCE at this time.
Manufacturer instructions for O&M¹	Desired but not required if missing	Yes, as required on CMTC for Above Ground
Signage	Yes – per the relevant NFPA standard	Yes – per the relevant NFPA standard
Tagging (SFD Administrative Rule 9.02 Section 7)	Do not hang new tag unless full annual test was performed. Tag color may not be red (system cannot be impaired). Yellow tag deficiencies on a part of the system that are not in scope for the permitted work will not prevent sign off on the permit.	Yes – new white tag installed on or adjacent to the sprinkler control valve meeting requirements in Ad Rule 9.02.
Passed SFD Underground Insp	Yes, if applicable	Yes, if applicable
Passed SFD Standpipe/PRV Insp	Yes, if applicable	Yes, if applicable
Passed SFD Pump Insp	Yes, if applicable	Yes, if applicable

¹ NFPA 13 29.3 "All literature and instructions provided by the manufacturer describing proper operation and maintenance of any equipment and devices installed". SFD is not requiring leave behind copy of NFPA 25.

How Much Does It Cost?

See [SFD Inspection Fee List](#) and [SFD Fee Subtitle](#) (SMC 22.602.070)

¹ NFPA 13 29.3 "All literature and instructions provided by the manufacturer describing proper operation and maintenance of any equipment and devices installed". SFD is not requiring leave behind copy of NFPA 25.

How Long Does It Take?

Our plan review time for your permit depends on how complex your project is and the quality and completeness of your original application, with a rough estimate of 2-4 weeks after submittal. Please arrange for your SFD inspection early, we are scheduling inspections 2-4 weeks out due to staffing levels.

Still Need Help?

Ask Us Email SFD_FMO_Engineering@seattle.gov

Online [Seattle Building Code](#), [Seattle Fire Code](#), [Seattle Energy Code](#)

Seattle Fire CAM 5002, [Electronic File Standards - Shop Drawings for Fire Protection Systems](#) and CAM 5966, [The Engineering Inspection Process](#)

[SFD Administrative Rules](#) including 9.03 Automatic Sprinkler and Standpipe Systems

[SFD Info Sheets](#) on Pumps, and Fire Flow and Hydrants

[NFPA Standards](#)

[SDCI Director's Rules](#)