**Scope**
This checklist pertains to the design and installation of fire pumps for fire protection service for sprinklers, standpipes, fire hydrant systems or similar uses.

**Minimum Requirements for Construction Drawings**
Plans which do not contain the minimum information required will not be accepted for plan check. Plans shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show that it will conform to the provisions of the adopted International Codes and ordinances.

- Three (3) copies of plans (24” x 36”, or 30” x 42”) must be submitted for review.
- Copies shall all be the same size.
- Working Drawings -scale to 1/8” = 1’.
- Shall be drawn in indelible ink.
- Sheets that are cut and pasted, taped, or that have been altered by any means (pen, pencil, marking pen, etc.) will not be accepted for plan check.
- Site Plans – scale to 1” = 20’ or 1” = 40’
- Washington State law requires that any registered professional who prepares or supervises the preparation of drawings and construction documents stamp and sign such documents.

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**Other Checklists/Permits that may be Required**

**Fire Prevention:**
- Light, Ordinary & Extra Hazardous Occupancies
- Automatic Fire Sprinkler Systems
- High Piled & Rack Storage Occupancies
- Automatic Fire Sprinkler Systems

**General**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>☐</td>
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<tr>
<td>Owner’s name, address and telephone number.</td>
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<tr>
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<tr>
<td>Occupant’s name, address, telephone number, if different from owner.</td>
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<tr>
<td>Contractor’s name, address, fax number, telephone number and Washington State Contractor’s license number.</td>
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</tbody>
</table>

**Documentation**

<table>
<thead>
<tr>
<th>One Set</th>
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<tbody>
<tr>
<td>☐</td>
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<tr>
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</tr>
<tr>
<td>Description of building or occupancy in which pump is located.</td>
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<tr>
<td>Copy of certified shop test curve.</td>
</tr>
</tbody>
</table>
**Working Drawings**

Yes | No
---|---
☐ | ☐ Size of municipal or private water main, water pressure and whether dead-end or looped. If dead-end, direction and distance to nearest circulating main.
☐ | ☐ Municipal or private main tests results and date of test.
☐ | ☐ Other sources of supply, with quantity, pressure and elevation.
☐ | ☐ Hydraulic reference points to the point of connection with the supply.
☐ | ☐ Pipe type and schedule of wall thickness.
☐ | ☐ Nominal pipe size and cutting lengths of pipe, or center-to-center dimensions.
☐ | ☐ Type of fittings and joints.
☐ | ☐ Type and location of support, bracing and vibration control.
☐ | ☐ Location of all control valves, check valves, bypass piping, drains and test headers, including backflow prevention devices, if applicable.
☐ | ☐ Location, make, model, serial number and rating of the fire pump.
☐ | ☐ Location, make, model and rating of controller.
☐ | ☐ Location, make, model and rating of booster (jockey) pump.
☐ | ☐ Location and size of circulation relief valve.

**Please read the information below and sign before submitting your application**

Your application shall be deemed complete only if this checklist is completed and submitted along with the submittal package. Submittals not accompanied by a checklist will not be accepted. Accuracy of the submittal package, including this checklist, is the responsibility of the applicant. Failure to submit an accurate submittal package will be considered an incomplete application by the Plan Reviewer. An incomplete submittal will result in a HOLD. A Resubmittal (new submittal package) will be required and always results in a delay.

*I have checked the applicable boxes and have included those requirements in my submittal.*

_________________________________________________________________________

Print Name

_________________________________________________________________________

Signature

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I have checked the applicable boxes and have included those requirements in my submittal.