

**TOWN OF YARROW POINT  
COMMUNITY DEVELOPMENT**



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Yarrow Point, WA 98004

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**FIRE SPRINKLER PERMIT APPLICATION INSTRUCTIONS (Page 1 of 2)**

Welcome to the Yarrow Point fire sprinkler permit process. Property owners obtain fire sprinkler permits to document that the fire sprinkler installation proposed for their property complies with any and all provisions of the laws, ordinances, and codes in effect at the time the application is filed with the Town. The attached packet includes information and forms for your use in preparing your Application for Plan Review and Permit and managing your project. To obtain a fire sprinkler permit for your proposed project, please complete the following steps:

1. **DETERMINE WHICH PERMITS YOU WILL NEED.** The Town issues building, fire sprinkler, mechanical, demolition, right of way use, encroachment, site development and substantial development permits. The King County Department of Health issues plumbing permits. The Washington State Department of Labor and Industries issues electrical permits.
2. **DETERMINE WHICH OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED** for your project.
  - A. **APPLICATION FORM:** You must complete an Application for Plan Review and Permit for any project involving the installation of fire sprinkler equipment. Please complete the form by providing all information requested, answering all questions accurately and signing the application.
  - B. **PLANS AND SPECIFICATIONS:** You must provide **TWO** copies of plans and specifications as follows:
    - **FLOOR PLANS** showing the existing floor configurations and the proposed fire sprinkler installation for each floor.
    - **OTHER SPECIFICATIONS, CALCULATIONS, SURVEYS, REPORTS, AND INFORMATION** available to you at the time the application is submitted.
  - C. **FIRE DEPT. APPROVAL:** You must submit evidence that the Bellevue Fire Department has approved your plans. Plan Reviewers for the Bellevue Fire Dept. are located at Bellevue City Hall, Permits Dept. 450 110<sup>th</sup> Ave. NE, First Floor, Bellevue, WA. For information call (425) 452-6872.
  - D. Additional **APPLICATION FORMS.** You must submit separate application forms for all other permits needed, including building, mechanical, demolition, substantial development, etc.
3. **REVIEW THE TOWN'S RESTRICTIONS ON CONTRACTOR PARKING.** Contractors must comply with the parking regulations of the Town at all times. If your contractor needs temporary relief from these restrictions, he/she must file a parking plan with the Town. The Building Official will review the plan and forward a copy of it to the Clyde Hill Police Department. Clyde Hill Police will issue tickets to vehicles parked in violation of the Town's parking regulations.
4. **SUBMIT TWO COPIES OF THE COMPLETED APPLICATION FORMS, PLANS** and supporting documents to the Town Clerk with your application fee. When filed with the Town Clerk, items 2A through F (as required) constitute a complete application. The application must be complete in every respect, i.e. all questions answered, forms signed, and fee deposited, before the Town Clerk can accept it.
5. After accepting your application and fees, the Town Clerk will process your application and documents and forward them to the Town Building Official for his/her review and approval. If the Building Official needs additional or revised information to complete the plan review, he/she will notify you directly, whenever possible. **PLEASE PROVIDE ANY ADDITIONAL INFORMATION REQUESTED AS QUICKLY AS POSSIBLE TO AVOID DELAYS IN THE REVIEW OF YOUR APPLICATION.**

**TOWN OF YARROW POINT  
BUILDING DEPARTMENT**

**FIRE SPRINKLER PERMIT APPLICATION INSTRUCTIONS (Page 2 of 2)**

6. After the Building Official completes the plan review, the Town Clerk will notify you that your permit is ready. Fees must be paid at the time of application. Permit fees cover the administrative costs of processing your permit application and most, if not all, of the costs to inspect your project during construction. In the event that the costs incurred by the Town for your project exceed the permit fee paid, you will be billed for additional inspection and other project-related fees by the Town.
7. After you have obtained your permit card, **REVIEW ANY "CONDITIONS OF PERMIT APPROVAL" ATTACHED TO THE PERMIT.** If you have any questions about these conditions, contact the Building Official directly. As the property owner and permit holder, it is your responsibility to ensure that these conditions are met. If your contractor fails to meet any of these conditions, the Building Official may impose a Stop Work Order on your project.
8. **POST THE PERMIT IN A CONSPICUOUS PLACE AT THE PROJECT SITE** at all times, and keep the set of application documents, including all plans, available on the jobsite at all times.
9. If any changes are made to your project after the permit is issued, **CONTACT THE TOWN BUILDING OFFICIAL** to determine whether a new application should be submitted.
10. When the installation of fire sprinkler equipment is complete, **CONTACT THE PLAN REVIEWER AT THE BELLEVUE FIRE DEPT. FOR AN INSPECTION AT 452-6875.** Bellevue Fire Dept. Inspectors are located on the first floor at Bellevue City Hall, Permits Dept. 450 110<sup>th</sup> Ave NE, Bellevue WA. A portion of the fees you pay is set aside to pay for the usual cost of these inspections. Once scheduled, inspections are charged to a project, unless you reschedule the inspection with the Building Official 24 hours in advance. If the total costs of your project's inspections exceed permit fees paid, the Town will bill you for the excess inspection costs.
11. If the Building Official finds something that needs to be corrected as a result of an inspection, he/she will need to re-inspect the corrections when completed. **CONTACT THE BUILDING OFFICIAL DIRECTLY TO SCHEDULE THIS RE-INSPECTION.** Some of the conditions under which a re-inspection may be needed include but are not limited to:
  - Permit or permit documents not posted or not available on the jobsite.
  - Work to be inspected not complete enough to perform inspection.
  - Access to project not provided on the scheduled date and/or time of inspection.
  - Construction performed without a valid permit.
  - Construction performed that deviates from the approved permit documents.
12. As the property owner and permit holder, **IT IS YOUR RESPONSIBILITY TO INFORM ALL CONTRACTORS AND WORKERS OF CONSTRUCTION REQUIREMENTS AND TO ENSURE THEIR COMPLIANCE.** Permits are issued on the condition of compliance with any and all provisions of the laws, ordinances and codes in effect at the time the permit application was filed with the Town Clerk. Permits issued in error or on the basis of incomplete, incorrect, or inaccurate information may be suspended or revoked. Upon inspection, work found to be constructed in violation may be ordered removed and/or brought into compliance at any time an official of the Town becomes aware of the violation.
13. As the property owner and permit holder, **IT IS YOUR RESPONSIBILITY TO RETAIN COPIES OF ALL PERMIT DOCUMENTS,** including the application and supporting plans and documents, the permit card with inspection record, and any other paperwork or information that documents the type of work performed and its permitted status. The Town retains copies of this information, but there is no guarantee it will be available after six months.