

Oak Harbor Fire Department
 855 E. Whidbey Ave.
 Oak Harbor, WA 98277
 (360) 279-4700 • Fax: (360) 279-4717
www.oakharbor.org



Fire Marshal
 Mike Buxton, Deputy Chief
mbuxton@oakharbor.org
 Office: (360) 279-4702
 Mobile: (360) 914-6187

FIRE PERMIT APPLICATION

Job Address: _____
 Project Name: _____
 Parcel #(s): _____

PERMIT NUMBER	_____
ISSUE DATE	_____
EXPIRE DATE	_____
PERMIT FEE	_____
DATE PAID	_____

Building Owner	
Name:	
Address:	
City:	Zip:
Phone:	
Email:	

Contractor	
Name:	
Address:	
City:	Zip:
Phone:	
Email:	
ID #:	Expiration Date:

Project Contact	
Name:	
Contact Person:	
Address:	
City:	Zip:
Phone:	
Mobile Phone:	
Email:	

- Failure to provide any necessary information may result in delay of the review process or rejection of your application.
- Failure to obtain a valid permit prior to working on a system will result a stop work order issued on the job and possible additional fees.
- A valid permit and approved plans for a standard permit must be at the job site prior to scheduling your final inspection

I understand that all applicable codes apply. Errors and/or omissions on the plans and corrections from field inspections are the responsibility of the owner/contractor. All work is subject to the compliance with local ordinances and laws of the State of Washington.

 Print Name

 SIGNATURE (APPLICANT) Date

SCOPE OF WORK -- Describe the scope of work in detail:

PERMIT TYPE (contact the Fire Marshal for permits not listed):

Operational Permit Underground Tank removal
 Fireworks Stand Residential
 Fireworks Display Commercial
 LPG Tank Installation Other: _____
 Notes: _____

COMMERCIAL SPRINKLER SYSTEM(s)

NEW SYSTEM
 Type _____ Number of Heads _____ Fire Pump Y / N

NEW STANDPIPE SYSTEM
 Number of Risers _____ Number of Outlets _____
 Underground Piping: Type of material _____ Length _____

MODIFICATION OF EXISTING SYSTEM
 Number of risers added _____
 Number of heads added, deleted or relocated _____

Description of work: _____

FIRE ALARM SYSTEM(s)

NEW SYSTEM
 Number of Control Panels _____ Communicator: _____
 Power Supply _____ No. of devices: _____

MODIFICATIONS / TI's
 Number of Control Panels _____ Communicator: _____
 Power Supply _____ No. of devices: _____

Description of work: _____

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PERMIT PROCESS

1. Complete a Permit Application (available online, at Fire Station and at City Hall).
2. Submit plans. See submittal notes below for the permit requested.
3. Plan review by Fire Marshal and permit fee assignment (fee based on permit fee schedule available online and/or Fire Marshal's hourly rate).
4. Required fees may be paid at the City's utility office* or at Oak Harbor Fire Department.
Note: the Fire Department accepts checks only. Payments by credit card, debit card, and/or cash must be paid at the City's Utility Office.
5. Permit Issued and work may be started.

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 three 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

FEE SCHEDULE FOR PERMITTING, PLAN REVIEW, AND INSPECTIONS is available online
Chapter 8.06 Section 8.06.010 of the Oak Harbor Municipal Code

* the City's utility office is located upstairs at City Hall, 865 SE Barrington Drive, Oak Harbor, WA 98277