



Fire Sprinkler and Fire Alarm Applications

Policy Date: 8-01-2024

Purpose: Provide a uniform method for submitting building permit application for **only** either a fire sprinkler system, or a fire alarm system, and for submitting plans for a fire sprinkler system, or a fire alarm system.

Scope: This policy is applicable only to unincorporated areas of Benton County.

Procedure: Upon receipt of an application, it shall be reviewed to determine if it has been properly filled out. The Permit Technician will assign a Building Permit # and notify the applicant when the plans may be picked up.

- This office does not review sprinkler or fire alarm systems plans. The plans must be reviewed by either a Fire Protection Engineer or NICET Level 3 or 4 Certified individual, and the reviewer's comments emailed or mailed to the Fire Marshal's Office.
- All plans are to be submitted in PDF format.

Attached is a sample copy of the permit application, and actual application

You may drop off the permit, mail it or email to building.department@co.benton.wa.us. After the permit is received, the Permit Technician will put the information into the computer and email you when it is ready to pick up.

FEES

The below fee amounts are for informational purposes only. The Permit Technician will advise you what the formal charge will be.

1. Fire Sprinkler System Basic Fee: May change without notice \$132 plus .65 per head
2. Fire Alarm System Basic Fee: May change without notice \$132 plus .65 per detector and pull box.
3. Fees must be paid when you come into pick up your permit.

BENTON COUNTY BUILDING PERMIT APPLICATION

102206 E. WISER PARKWAY, KENNEWICK, WA 99338 / PHONE (509)735-3500

APPLICATION #

Please complete in full and legibly. Incomplete information may slow down the review process.

BUILDING OWNER	Required	PHONE (HM)	Required			
MAILING ADDRESS	Required	PHONE (WK)	N/A			
LEGAL PROPERTY OWNER	Required	PHONE	Required			
MAILING ADDRESS	Required	CITY	Required			
TAX PARCEL NUMBER 1-	Get this information from owner					
CONTACT PERSON	Required	PHONE	Required			
EMAIL (Legible)	Required					
PROJECT LOCATION:	Required	CITY	Required			
		ZIP CODE:	Required			
CONTRACTOR	Required	MAILING ADDRESS	Required			
PHONE	Required	L&I LICENSE #	Required			
		EXP. DATE	Required /			
LENDING FIRM	N/A	PHONE	N/A			
MAILING ADDRESS	N/A					
BUILDING USE:	RESIDENTIAL	Required	AGRICULTURAL (USE)	Required	COMMERCIAL	Required
SPECIFIC USE OF BUILDING:	Sprinkler or Fire Alarm System for office, retail, ext. For sprinkler state total number of heads. For Fire alarm system state number of detectors and pulls.					

VALUATION OF WORK: Required

I hereby certify that I have read and examined this application to know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. All structures located within a floodplain are subject to the requirements of Chapter BCC 3.26 of Benton County Code, including certification by a Washington State Registered surveyor and/or Engineer as it may be required.

SIGNATURE: Required
PRINT NAME: DATE:

** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing**

FOR OFFICE USE ONLY

FIRE SPRINKLER FEE:

FIRE ALARM FEE:

Accepted BY:	
	PLAN CHECK/ APPROVED BY & NOTIFIED DATE:

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BUILDING OWNER _____	PHONE (HM) _____
MAILING ADDRESS _____	PHONE (WK) _____
LEGAL PROPERTY OWNER _____	PHONE _____
MAILING ADDRESS _____	CITY _____
TAX PARCEL NUMBER 1- _____ - _____ - _____ - _____	
CONTACT PERSON _____	PHONE _____
EMAIL (Legible) _____	
PROJECT LOCATION: _____	CITY _____ ZIP CODE: _____
CONTRACTOR _____	MAILING ADDRESS _____
PHONE _____	L&I LICENSE # _____ EXP. DATE ____ / ____ / ____
LENDING FIRM _____	PHONE _____
MAILING ADDRESS _____	
BUILDING USE: RESIDENTIAL _____	AGRICULTURAL (USE) _____ COMMERCIAL _____
SPECIFIC USE OF BUILDING: _____	

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