

Seattle Permits

—part of a multi-departmental series on City services & permitting

Online File Submittal Standards—Shop Drawings for Fire Protection Systems

Updated June 2025

This document provides guidelines on how to submit electronic plan sets for fire protection systems as part of the Seattle Department of Construction and Inspections (SDCI) permitting process. All shop drawings must be submitted electronically.

General Submittal Requirements

To submit shop drawings electronically, the person applying for a permit will need to set up an account in the SDCI online permitting system “The Seattle Services Portal”. The SDCI Applicant Services Center is available to help customers set up an account. For more information, please visit their website: <https://www.seattle.gov/sdci/permits>.

Submittals related to fire protection systems must include all requirements specific to the design standard, such as NFPA 13, NFPA 14, and NFPA 72. In addition, shop drawings for fire protection systems must be submitted according to the following specific submittal standards.

PDF Formatting Requirements

Portable Document Format (PDF) is the industry standard for electronic plans. The Seattle Fire Department only accepts PDF files for plan review. PDF files must be properly formatted following the guidelines in this CAM. Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.

File Format:	PDF
Maximum File Size:	500 MB
Format:	Vector preferred
Resolution:	300 ppi
Grouping:	Multiple sheets within a single

PDF document

Minimum Sheet Size (for plan sets): 11" x 17"

Minimum Font Size: 10 pt

Color: Black on white preferred

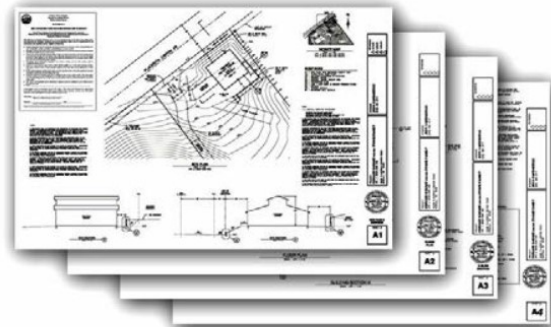
Please note when submitting documents:

- All documents are required to be flattened and full-size.
- Files must be left unprotected and unlocked.
- Zip files are not accepted.

Plan Set Requirements

Plans sets must meet the following requirements:

- Scalable with the scale clearly specified and



plans.pdf (multiple sheets)

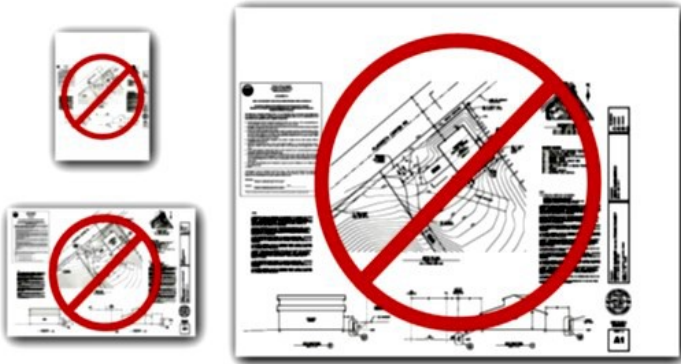
graphically depicted.

- Clearly denote the full size paper sheet size.
- Supporting information, other than battery calculations, (such as SPU Fire Flow Availability Report and hydraulic calculations for sprinklers, material data sheets, etc.) shall be separate, individual, PDF files. Battery calculations for fire alarm systems are allowed to be placed on the plan sheet, except battery calculations for a new high-rise buildings must be a separate document.
- Rotated as to be easily viewable. Do not mismatch sheet sizes or orientation throughout the set.
- Designated space for a City approval stamp on each sheet. The location shall have a minimum clear



space of 3" x 3" and be located in the same space on each sheet.

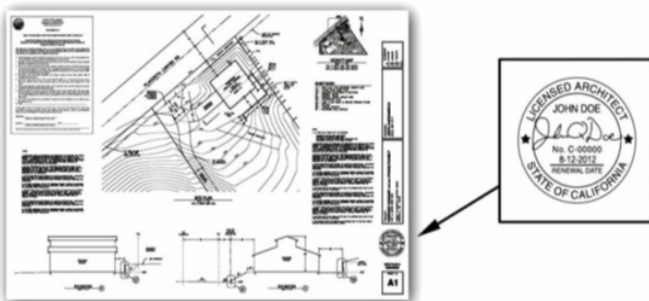
- Incorrect sheet size, margins, or plans with scale not specified will not be accepted:



- When saving pdf files, plans should be rotated to be easily visible. Please avoid this type of error:



- Necessary certifications/signatures must be included, as illustrated in the following correct image.



Separate Submittal Files for Supporting Documentation

The following items must be submitted as separate files and should not be included in the plan set:

- Hydraulic Calculations and SPU's Fire Flow Availability Report
- Seismic Bracing Calculations
- Equipment Submittals/Cut Sheets
- Battery Calculations for fire alarm systems in new high-rise buildings

If you are not able to provide a distinctive file name while uploading to the Seattle Services Portal, we ask that you provide a clear title on the first page of the document and use the comments function in the document to add a description to help our staff quickly identify the document. Example: "Hydraulic Calculation Submittal for 1234 Main Street".

Do not label a plan set as Approved Plan Set. This is a reserved name and file type for City Department purposes.

Printing The Approved Plan Set for the Jobsite

An approved/stamped paper copy of the full plan set must still be maintained at the job site for City inspectors including SFD inspectors. After the plans have been approved by the City and all relevant permit fees have been paid, customers will be able to download the approved/stamp plan set and print it. The separately uploaded files with calculations and equipment are not required at the job site, however contractors may find a printed copy of equipment cut sheets helps promote efficient inspections.

The approved, printed plan set at the job site must be legible and contrastable.