



# KITTITAS COUNTY FIRE MARSHAL'S OFFICE

411 N. Ruby St., Suite 2, Ellensburg, WA 98926  
Fire Marshal (509) 962-7000 Deputy Fire Marshal (509) 962-7657



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## **ELECTRONIC SUBMITTAL INSTRUCTIONS FOR FIRE MARSHAL PERMITS**

Only PDF versions of permit applications, site plan, construction drawings, and other required documents applicable to the submittal will be accepted. All other formats and incomplete submittals will be denied.

All electronic submittals must be clearly identified and submitted as a separate PDF document. All PDF documents must be uploaded and sent via email to [permits@co.kittitas.wa.us](mailto:permits@co.kittitas.wa.us). The subject line must state the proposed project and the parcel number of the property. For example, "Fire Sprinkler Submittal Parcel 12345" or another applicable project name.

**The below titles of submittal documents are the required names to title all individual submittals:**

- "Signed Fire Permit Application"
- "Scaled Site Plan"
- "Engineered Plans"
- "Hydro Calculations"
- "Sprinkler Heads"
- "Generator Manual"
- "Narrative" (if applicable)

Other required documents that may be needed include:

- Flood Development Permit
- Shoreline Exemption or Shoreline Variance Permit
- Reports from Department of Fish & Wildlife/ DNR/ Department of Ecology/Certified Biologist
- Critical Area Report
- Wetland Delineation

**Once received, a Permit Technician will reply notifying you that the submittal has been accepted or denied. If the submittal is denied, the Permit Technician will provide a reason for denying and you must resubmit all documents following the steps outlined above. A monetary deposit will need to be made to complete the intake and a permit number will be assigned.**

\*A paper copy of documents will still be accepted by Kittitas County Community Development Services & the Fire Marshal's Office. Please contact a Permit Technician at 509-962-7506 if you are unable to submit plans electronically.