



# Application for IFC Permit

**A permit shall be obtained from the Kirkland Fire Department prior to engaging in the following activities, operations, practices, or functions within the City of Kirkland:**

- Public fireworks displays performed by a licensed pyrotechnician
- Use of sparklers at weddings or religious events (NOTE: written permission of property owner where event will be held must be submitted with this application)
- Recreational fires larger than 3 feet in diameter and 2 feet in height
- Flammable or combustible liquid tank removals (for commercial tanks or abandoned oil tanks on commercial property only)
- Temporary tents or other membrane structures
  - Tents or membrane structures over 400 sq. ft. (includes air supported structures such as "bouncy houses")
  - Canopies over 700 sq. ft. (individual 700 sq. ft. or aggregate of 700 sq. ft. when not separated by 12 ft fire break from structures or other tents)
- Amusement buildings, such as haunted houses
- Other activities regulated by the International Fire Code and/or deemed hazardous by the Fire Marshal

**Name of applicant or business** \_\_\_\_\_

**Address** \_\_\_\_\_

**Owner or Manager** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact Name** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **ext.** \_\_\_\_\_

**Email:** \_\_\_\_\_@\_\_\_\_\_

**Address of Location of Permit Activity (if different from above):** \_\_\_\_\_

**Owner or Manager of Property (if different from above)** \_\_\_\_\_

**Describe activity or operation requiring a permit:** \_\_\_\_\_

**List activity starting and ending times and dates: Start** \_\_\_\_\_ **a.m./p.m. on** \_\_\_\_\_ **date**

**End** \_\_\_\_\_ **a.m./p.m. on** \_\_\_\_\_ **date**

**Applicant's name** \_\_\_\_\_ **Company** \_\_\_\_\_

**Applicant's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Submit application and pertinent information such as site plan to: Kirkland Fire Department Fire Prevention Bureau  
Phone 425.587.3650 Fax 425.587.3651

By signing this application, I authorize employees/agents of the City of Kirkland to enter onto the property which is the subject of this application during regular business hours. The sole purpose of entry is to make any examination of the property which is necessary to process this application.

Approval \_\_\_\_\_ IFC # \_\_\_\_\_

Fire Department Representative

**NOTE:** Permit Applications requiring plan review are accepted Monday-Tuesday-Thursday-Friday 8-4:00, Wednesday 10:30-4:00  
Permit Applications not requiring plan review are accepted Monday-Tuesday-Thursday-Friday 8-4:30, Wednesday 10:30-4:30



## 2011 IFC PERMIT FEES

### KMC Chapter 21.74 Table 13

1.	<p><b>REMOVAL OF COMBUSTIBLE LIQUID TANK</b> To install, alter, remove, abandon, place temporarily out of service or otherwise dispose of a flammable or combustible liquid tank (<i>except for existing underground tanks used solely for the storage of fuel oil for residential heating</i>). <b>\$79.00 per hour, minimum charge – 2 hours.</b></p>
2.	<p><b>TENTS AND CANOPIES</b> Temporary membrane structures, tents and canopies (IFC Chapter 24). <b>\$79.00 per hour, minimum charge – 1 hour.</b></p>
3.	<p><b>RECREATIONAL FIRES in excess of 3' wide x 2' high (IFC Chapter 3).</b>     <b>\$79.00 per hour, minimum charge – 1 hour.</b></p>
4.	<p><b>PLAN REVIEW</b> Whenever Fire Department approval of a Land Surface Modification or Building Permit is required to determine compliance with the International Fire Code, or</p> <ul style="list-style-type: none"><li>• Kirkland Fire Prevention Operating Policy #4 (Fire Hydrants)</li><li>• Policy #5 (Fire Protection of Piers)</li><li>• Policy #6 (Fire Department Access)</li><li>• Policy #7 (Fire Lanes and Access to Buildings and Hydrants)</li></ul> <p><b>\$79.00 per hour, minimum charge – 1 hour.</b></p>
5.	<p><b>MyBuildingPermit.com technology surcharge</b> on all permits starting 1/1/2011: <b>1.3% of the permit fee.</b></p>
6.	<p><b>ADDITIONAL PLAN REVIEW</b> When additional plan review is required by changes, additions or revisions to plans, or to plans for which an initial review has been completed:</p> <p><b>\$79.00 per hour, minimum charge – one hour.</b></p>