



October 15, 2009

**To:** Interested Parties  
**From:** Ken Carlson, Fire Marshal  
**Subject:** Smoke Control Permit Applications

The smoke control permit has been refined over the past few years. The submittal and review process was put to a severe test during the most recent construction boom.

Timeliness of reviews and submittals were not acceptable. This all too often resulted in 11<sup>th</sup> hour changes, inspections without a permit, and stressed workload on all parties. All will agree- *the process needed modification.*

We reviewed what other cities require for their smoke control permits. We discussed with review and inspection staff what worked well and what didn't. Along the way we met with and engaged in discussions with developers, contractors, and owners. In addition, we have taken into account various construction schedules and additional permits required as part of a project.

While the smoke control permit contains portions of electrical, mechanical, fire, and building permits; it is a stand-alone Fire Construction Permit. The smoke control system involves each of these disciplines and it is often correctly referred to as a coordinated permit.

However, the smoke control permit does not currently have an issuance requirement, other than to receive TCO. The following key submittal points have been developed to help address this. These submittal requirements will be made effective January 1, 2010 for all 2010 smoke control permits:

- **(NEW)** The Smoke Control Concept (see number sheet 42A) must be approved prior to submittal of the garage building permit (BB for the garage).
- **(NEW)** The Smoke Control Detailed Design (see number sheet 42B) must be submitted prior to issuance of the garage building permit (BB for the garage).
- **(NEW)** The Smoke Control Permit (FH Detailed Design see number sheet 42B) must be approved before the above grade building permit (BB for podium/tower) will be issued.
- **(NEW)** Work associated with the smoke control permit, except for the slab-only pre-wire cannot occur until the Smoke Control permit (FH) is issued.
- Electrical PreCon required before garage slab-only permit issued

This letter outlines a final draft of the proposed process changes and your input is requested prior to implementation. Your comments or questions should be directed to Travis Allen, Asst. Fire Marshal [TAllen@Bellevuewa.gov](mailto:TAllen@Bellevuewa.gov), (425) 452-6946, prior to 11/30/2009.

Sincerely,

Ken Carlson  
Fire Marshal

*"The Bellevue Fire Department exists to assist the public in the protection of life and property by minimizing the impact of fire, medical emergencies, and potential disasters or uncontrolled events that affect the community and environment."*