



Requirements for Fixed Fire System Plan Review Submittal and Tegris Reporting

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Fixed Fire System Plan Review Process

Fixed fire system plans are allowed to be deferred when submitting building plans through the building department for new construction and tenant improvements.

Fixed fire system plans are to be submitted electronically only to: fireprotection@ci.richland.wa.us with the subject line reading "Fire Plans – Address".

There is currently no fees associated with fixed fire system plan reviews. We have conducted an independent rate study and are working towards establishing these fees in the future, but at this time there are no fees associated with the submittal, review, approval or inspections of fixed fire systems by the City of Richland or Richland Fire & Emergency Services.

Fixed fire systems include fire alarm systems, fire sprinkler systems, fire pumps, standpipes, commercial kitchen hood and duct extinguishing systems, fire doors and emergency responder radio coverage systems (ERRCS).

Fixed fire system requirements are covered by the Washington State most currently adopted version of the International Fire Code, the Richland Municipal Code, Title 20 and the Richland Fire and Emergency Services Department Standards.

The Richland Municipal Code, Title 20.02.080 requires fixed fire protection system testing records, noted throughout the International Fire Code and department standards, to be submitted to Richland Fire & Emergency Services in the manner and frequency determined by the fire code official. Currently the reporting platform required by fire code official is TegrisFire.com.

Occupancies requiring fixed fire systems listed above will be created in TegrisFire.com by the Fire Marshal's Office upon approval of the required plan review process. Any fixed fire protection systems, system changes, updates, and initial/continuing inspection data entry is the responsibility of the installation and testing company as approved by the fire code official.

An initial inspection report is required to be submitted to the Fire Marshal’s Office via www.TegrisFire.com to begin the annual inspection cycle, prior to a system acceptance testing being scheduled. System acceptance tests that are requested, will not be scheduled without the fixed fire system and its initial testing information being input into TegrisFire.com by the installation and testing companies.

Tenant Improvement (TI) plans submitted through the building department will not be approved by the Fire Marshal’s office until all testing and data entry is current within TegrisFire.com.

Installation, testing, and maintenance information is required to be entered into TegrisFire.com by the installer and testing companies within 7 business days of completion.

Fixed Fire System Testing Schedule

Hood and Duct	6 months
Hood Cleaning	as needed
Sprinkler System	annually
Fire Alarm System	annually
Fire Doors	annually
Fire Pumps	annually
Standpipes	annually
ERRCS	annually