

ORDINANCE O-4925

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO FIRE PROTECTION AND LIFE SAFETY SYSTEM COMPLIANCE REPORTS; AMENDING SECTION 21.20.030 OF THE KIRKLAND MUNICIPAL CODE (KMC) TO AUTHORIZE THE FIRE DEPARTMENT TO COLLECT AND SHARE FEES RELATED TO COMPLIANCE REPORTING; AMENDING KMC 21.74.025 TO EXPAND THE DEFINITION OF "DEVELOPMENT SERVICE FEE-BASED ACTIVITY"; AND AUTHORIZING THE FIRE CHIEF TO NEGOTIATE A FEE SHARING AGREEMENT FEES WITH A THIRD-PARTY COMPLIANCE REPORT VENDOR.

1 WHEREAS, the International Fire Code (IFC), adopted by the City of Kirkland in chapter
2 21.20 of the Kirkland Municipal Code (KMC), requires a record of periodic inspection tests,
3 servicing, and other operations and maintenance of required fire/life safety systems ("fire
4 protection systems") installed throughout the city, such as fire alarms and sprinkler systems,
5 to ensure that these systems remain fully operational; and
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7 WHEREAS, the prescribed frequency of testing is in accordance with the National Fire
8 Protection Association (NFPA) referenced standards; and
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10 WHEREAS, consistent with the IFC and the NFPA, the Kirkland Fire Department
11 requires regular submission of mandated fire protection system compliance reports with the
12 fire official; and
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14 WHEREAS, the Department currently contracts with a third-party vendor to collect and
15 submit compliance reports to the City, and this vendor maintains a web-based platform that
16 collects those reports and files them with the Department for review; and
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18 WHEREAS, the Department does not currently recover any portion of the compliance
19 report fees but does incur significant internal administrative costs to review, monitor, and
20 maintain compliance reports once they have been submitted to the Department; and
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22 WHEREAS, the Council believes it would be in the best interest of the public safety and
23 welfare for the Department to recover a portion of its internal costs incurred to review and
24 maintain compliance reports by sharing in the fees collected by its third-party vendor, so as to
25 assist in funding future fire prevention activities such as, but not limited to, fire protection code
26 enforcement, timely inspections, and efforts to reduce nuisance false alarms; and
27

28 WHEREAS, the Council desires to explicitly authorize the Fire Department to enter into
29 a fee-sharing agreement with third party vendors and further desires to clearly include the Fire
30 Department's activities related fee-based activities required by the Fire Code within the
31 definition of development services fee.
32

33 NOW, THEREFORE, the City Council of the City of Kirkland do ordain as follows:
34

35 Section 1. Section 21.20.030 of the Kirkland Municipal Code (KMC), and the
36 corresponding portions of Ordinance No. 4899 § 1 (2025), is amended as follows, with the new
37 text shown in underline, deletions shown in ~~strikethrough~~, and the intentional omission of
38 unchanged sections or parts of tables indicated with three asterisks (***) ; all other provisions

39 of these sections remain unchanged and in full force, and these provisions for identifying
40 changes apply throughout this ordinance:
41

42 **21.20.030 Amendments to the International Fire Code -- Chapter 1, Scope and**
43 **Administration**

44 * * *

45
46
47 (R) *Maintenance—Recordkeeping.* Section 109 of the International Fire Code entitled
48 "Maintenance" is amended by substituting subsection 109.3 with the following:
49

50 109.3 Recordkeeping. A record of periodic inspections, testing, servicing, and other operations
51 and maintenance shall be maintained on the premises or other approved location for not less
52 than 3 years, or a different period of time where specified in this code or referenced standards.
53 Records shall be made available for inspection by the fire code official, and a copy of the
54 records shall be provided to the fire code official upon request.
55

56 The fire code official is authorized to prescribe the form and format of such recordkeeping. The
57 fire code official is authorized to require that certain required records be filed with the fire code
58 official.
59

60 All ~~fire/life safety confidence test compliance~~ reports must be filed with the ~~Compliance Engine~~
61 at www.thecomplianceengine.com fire code official's third-party compliance reporting vendor.
62

63 The fee for filing fire/life safety compliance reports will be established administratively by the
64 fire code official in consultation with the City's third-party compliance reporting vendor. The
65 third-party compliance reporting vendor will retain a portion of the total filing fee and return
66 the balance to the City of Kirkland to partially offset the costs of implementing this program.
67

68 * * *

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70
71 Section 2. KMC 21.74.025, and the corresponding portions of Ordinance No. 4491 § 8
72 (2015), is amended as follows:
73

74 **21.74.025 General provisions for all permits, approvals and development services**
75 **fees.**

76 * * *

77
78 (m) *Definition of Development Service Fee-Based Activity.* The fees established herein
79 apply to any activity performed by development services staff required to reach a final
80 decision on an application, and or to reach the final approval of the work authorized by
81 an issued permit, commonly called "review" and "inspection," or to complete any fee-
82 based activity associated with requirements under the Fire Code, chapter 21.20 KMC.
83 This includes, but is not limited to, review of plans and specifications, site visits, public
84 involvement and public hearings, preconstruction meetings, inspections, reinspections,
85 testing, maintenance, and occupancy requirements.
86

87 Section 3. The Fire Chief is hereby authorized to enter into a written fee-sharing
88 agreement with a third-party fire/life safety system compliance reporting vendor, with the goal
89 of offset some or all of the costs of implementing the compliance reporting program. Any such
90 fee-sharing agreement should provide that the vendor will be entitled to retain that portion of

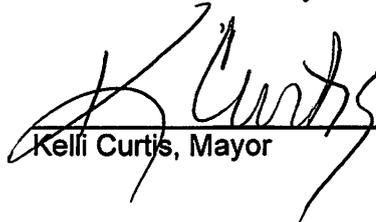
the fees that represent compensation for the vendor's services in accordance with the terms of the written agreement and that the vendor shall remit the remainder to the City.

Section 4. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances is not affected.

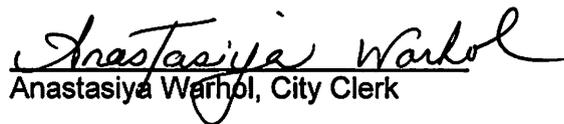
Section 5. This ordinance shall be in force and effect five days from and after its passage by the Kirkland City Council and subsequent publication, as required by law.

Passed by majority vote of the Kirkland City Council in open meeting this 3rd day of February, 2026.

Signed in authentication thereof this 3rd day of February, 2026.

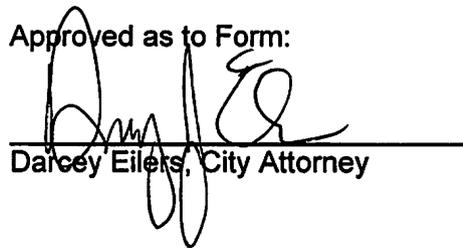

Kelli Curtis, Mayor

Attest:


Anastasiya Warhol, City Clerk

Publication Date:
02/09/2026

Approved as to Form:


Darcey Eilers, City Attorney

PUBLICATION SUMMARY
OF ORDINANCE NO. 4925

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO FIRE PROTECTION AND LIFE SAFETY SYSTEM COMPLIANCE REPORTS; AMENDING SECTION 21.20.030 OF THE KIRKLAND MUNICIPAL CODE (KMC) TO AUTHORIZE THE FIRE DEPARTMENT TO COLLECT AND SHARE FEES RELATED TO COMPLIANCE REPORTING; AMENDING KMC 21.74.025 TO EXPAND THE DEFINITION OF "DEVELOPMENT SERVICE FEE-BASED ACTIVITY"; AND AUTHORIZING THE FIRE CHIEF TO NEGOTIATE A FEE SHARING AGREEMENT FEES WITH A THIRD-PARTY COMPLIANCE REPORT VENDOR.

1 SECTION 1. Amends the Kirkland Municipal Code (KMC) Section 21.20.030 related
2 to amendments to the International Fire Code, Chapter 1, Scope and Administration.
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4 SECTION 2. Amends KMC 21.74.025 related to the general provisions for all permits,
5 approvals, and development services fees.
6

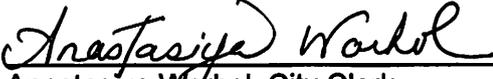
7 SECTION 3. Authorizes the Fire Chief to enter into a written fee-sharing agreement
8 with a third-party fire/life safety system compliance reporting vendor.
9

10 SECTION 4. Provides a severability clause for the ordinance.
11

12 SECTION 5. Authorizes publication of the ordinance by summary and establishes the
13 effective date as five days after publication of summary.
14

15 The full text of this Ordinance will be mailed without charge to any person upon request
16 made to the City Clerk for the City of Kirkland. The Ordinance was passed by the Kirkland City
17 Council at its meeting on the 3rd day of February, 2026.
18

19 I certify that the foregoing is a summary of Ordinance O-4925 approved by the Kirkland
20 City Council for summary publication.


Anastasiya Warhol, City Clerk