



Fire Prevention Division

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Fire Sprinkler – Tenant Improvement Requirement's

Proposed tenant improvements may require modification or extension of the existing automatic fire sprinkler system. A C-16 licensed contractor (fire sprinkler contractor) shall be required to evaluate the current system design and installation with the proposed scope of work to determine if additions, alterations or deletion of fire sprinkler system components are required.

If modifications to the fire sprinkler system shall affect 5 or less sprinkler heads, or if modifications are not required, please provide verification in the form of a scope letter from a C-16 licensed contractor (fire sprinkler contractor). The letter shall be drafted on company letterhead and include the contractor's license number and stamp.

- If modifications of *more than 5 sprinkler heads* to the existing automatic fire sprinkler system shall required, submittal of 3 sets of plans and calculations to the Fire Marshal's Office shall be required.
- Modification, extension or additions to an automatic fire sprinkler system require a permit from the Fire Marshal's office prior to any such work being completed.

Building Permits cannot be issued until plans are submitted and then approved by the fire department.

SCOPE LETTER REQUIREMENTS

1. Scope letter shall be written on the company's letterhead and include the companies license number.
2. The scope letter shall include the address of the project and the associated permit (if applicable),
3. The "Scope of Work" description paragraph shall include:
 - a. The area of work the where additions, alterations, deletion, movement of heads is proposed: (Office 123, Breakroom, kitchen, new bedroom addition etc.).
 - b. The quantity of heads or devices being added, altered, deleted or moved.
 - c. A thorough description of the work being completed.
 - d. Confirmation of the new equipment K factor and or temp rating matches existing system design.