



FIRE PREVENTION DIVISION  
1600 FIRST STREET, NAPA, CA 94559  
707.257.9590

## SCOPE OF WORK LETTER REQUIREMENTS

**BE ADVISED:** Scope of work letters shall only be accepted in lieu of plans when all of the following are applicable:

- A. The work being done has no impact to the fire sprinkler, fire alarm or any other fire and life safety systems.
  - B. No flex heads are being used.
  - C. The modifications will have no adverse impact on the fire sprinkler system hydraulic calculations or the fire alarm voltage calculations.
  - D. The work being done will impact no more than (5) fire sprinkler heads, (5) fire alarm devices or other related appurtenances.
1. (3) copies of the scope of work letter with all corresponding data sheets are required to be submitted.
  2. All related data sheets for fire sprinkler heads, fire alarm devices or other related appurtenances changed or modified by the proposed work shall be included with the scope of work letter submittal.
  3. The scope of work letter shall be on the company's letterhead and shall include the company's license number.
  4. The scope of work letter shall include the company's wet stamp.
  5. The scope of work letter shall include the project address.
  6. The scope of work letter shall include a "Scope of work" paragraph that details all of the following:
    - E. A statement that the related fire and life safety system has been assessed by the license contractor doing the work and the modifications will have no adverse impact on the fire sprinkler system hydraulic calculations or the fire alarm voltage calculations.

- F. The area where the work is being done (suite#, office, basement etc.)
- G. If no modifications are needed, a statement that the related fire and life safety systems will function correctly without modifications.
- H. A written detail of any piping changes, including type, size, length etc.
- I. The quantity and type of all sprinkler heads, devices or other appurtenances that are being added, altered, relocated or removed.
- J. A clear and accurate description of what is being modified, added, relocated or removed.
- K. A statement confirming that all impacted fire sprinkler heads, fire alarm devices or other related appurtenances are compatible with existing equipment.
- L. A statement that all impacted fire sprinkler heads are of the same k-factor and temperature rating.
- M. A statement that all impacted fire alarm devices are compatible with existing equipment.
- N. A statement that the installing contractor understands that if field conditions require deviations from the approved scope of work letter, the contractor shall not proceed with the work until an updated scope of work letter has been approved and or permission has been granted by the firecode official to proceed with the work without a revised scope of work letter approval.
- O. A statement that the installing contractor understands that making unapproved changes in the field that deviate from the approved scope of work letter may require work to be stopped and (3) copies of fully detailed plans, with supporting hydraulic and/or voltage drop calculations and date sheets to be submitted for review and approval.