



FIRE SPRINKLERS

(Guidelines for a 20-Head Letter)



Fire sprinkler additions or remodeling to existing commercial sprinkler systems that involve 20 fire sprinkler heads or less may not require a permit through the Fire Department. However, a letter from a licensed sprinkler contractor shall be submitted to the applicable fire jurisdiction containing the following information.

General Requirements

The letter shall be on the sprinkler contractor's letterhead.

1. All work performed will be completed by the licensed sprinkler contractor.
2. The hydraulic supply to the system in this area will be sufficient and that no hydraulic overloading exists.
3. The system will be installed in accordance with all applicable local and national standards (i.e. *International Building Code, International Fire Code and NFPA 13*).
4. The scope of the work being conducted including the building name and address as well as interior area location.
5. The number of heads being relocated and/or installed.
6. A time schedule of the work being performed, giving start and completion dates.
7. No inspections will be performed on this minor work unless a special request is made or the Fire Jurisdiction elects to make quality control checks on the work being performed.

Additional Notes:

- 1) This program does not apply to spray booths, *NFPA 13D/13R* systems, special hazard systems, or other special stipulations previously mandated and required by the Fire Authority Having Jurisdiction.
- 2) All systems with more than 20 heads must conform to all local and state standards including plan submittal, permits, and other requirements.
- 3) The 20-Head Letter program does not release the sprinkler designer, contractor or installer from providing a fully functional fire protection system that is completely compliant with *NFPA 13* and the *International Fire Code* as locally amended.