



## Requirements for Fire Protection Contractor Letters

Prior to the release of the building permit, the fire alarm, sprinkler, and other types of fire protection systems contractors must be hired if there is any fire alarm or sprinkler system, or other fire protection system work included in the project.

Each contractor must submit a **letter** to the Inspection Service Division stating that they have been awarded the contract for the project. The contractor must submit separately for a permit for the fire protection system work to be performed; however this will not hold up the issuance of the building permit.

The following information is required:

1. Must be on the fire protection contractor's **letterhead**.
2. Only an **original** letter with an original signature will be accepted. (no copies, faxes or email)
3. Must include the **street address** for the project and **building permit application number**.
4. Must include the applicable state, county or city **license** number.

If the fire alarm system work is to be performed by the electrical contractor, a **separate** letter is required.

Original letters can be mailed or hand carried to the address shown above.

SAMPLE:

Month, date, year

Re: BLD20??-????? (Building permit application number)

To Whom It May Concern:

\_\_\_\_\_ (name of fire protection company) has been awarded the contract to install the \_\_\_\_\_ (type of system) for \_\_\_\_\_ (property address including, suite number). We have a valid license to perform this work. Our (state, county, city) license number is \_\_\_\_\_.

Signed,  
(A person in authority)