FIRE PREVENTION AND
COMMUNITY RISK REDUCTION
102 Remington St
Fort Collins, CO 80524
(970) 416-2891

FIRE SPRINKLER
LIMITED SCOPE PERMIT PROJECT

To provide a more streamlined plan review process, Poudre Fire Authority (PFA) allows the submission for a limited scope permit in lieu of providing full shop drawings for modifications to existing fire suppression systems that meet the criteria noted below in full. It is the responsibility of the submitting contractor to review the following information.

THE LIMITED SCOPE PERMIT PROCESS IS NOT INTENDED TO BE USED FOR MULTIPLE SMALL PROJECTS THAT ARE SUBSTITUTE FOR A FULL SUBMITTAL. A FULL SUBMITTAL WILL BE REQUIRED FOR PROJECTS WHERE THE CUMULATIVE SCOPE OF WORK IMPACTS MORE THAN (20) SPRINKLER HEADS.

To be eligible for a limited scope submission, the following criteria shall be met in full:

- The scope of work must not impact more than a total of (20) sprinkler heads, including relocations and additions.
- The existing hazard classification must not be changed from the existing classification. The contractor shall attest to verifying the original hazard classification as it was designed or determined.
- The scope of work cannot be located within Group H occupancies.
- Projects required to be reviewed by DFPC (Group E & I) – must meet Limited Scope Permit Project submittal requirements per DFPC
- The scope of work cannot negatively impact the hydraulic demands of the system, including any modification to the k-factor of the existing sprinkler heads.
- The scope of work cannot include high-hazard commodities, including but not limited to hazardous materials, flammable/combustible liquids, high-piled storage, or rack storage, etc.

Limited Scope project are required to be reviewed and signed by a NICET III -Water Based Systems Layout or a Professional Engineer (PE) registered in the State of Colorado. In addition, a scope of work letters is required to include the following:

1. A written description of the proposed work on the fire sprinkler contractor's company letterhead bearing their state registration number and indicating the designated Responsible Managing Employee (RME).
2. Number of sprinklers impacted; add, new, relocate, or remove
3. All equipment data sheets in .pdf format for newly installed equipment, with the specific materials highlighted.
4. Any additional clarifying information that may be beneficial to the reviewer such as schematic drawings, etc.
5. Indication that existing sprinklers in pertinent areas are verified as not being recalled by the manufacturer or due for testing or replacement as per NFPA 25.
6. Indication that the existing spare head cabinet will be updated for all new sprinklers.

The scope of work description needs to be as specific as possible. This statement must cover the full scope of the permit. Incomplete descriptions, i.e., "adding or relocating heads for a new layout," will not

be accepted. Any associated modifications, removal, relocation, or additions to pipe, valves, or equipment shall be clearly indicated. Poudre Fire Authority has the right to require a **full submittal** at any point during the review process if it is deemed necessary due to insufficient scope of work submittal.

USE TEMPLATE ATTACHED

COMPANY LETTERHEAD

Date:

Poudre Fire Authority
102 Remington Street
Fort Collins, CO 80524

Subject: Per the requirements of Poudre Fire Authority (PFA), [Company Name & State License Number] is submitting the following scope of work letter for the following:

Project Name:
Project Address:

Description of Work*:

Number of sprinkler heads**:** [add/relocate]

Hazard Classification will be Unchanged – [yes/no]

Located within Group E or I Occupancies – [yes/no]

Negatively Impact Hydraulic Demands of System – [yes/no]

High-Hazard Commodities – [yes/no]

Existing Sprinklers Recalled – [yes/no]

Spare Head Cabinet will be Updated – [yes/no]

Data Sheet Included

Valuation of Job: $

All work will be performed in accordance with NFPA 13 2022 edition.
If you have any questions or concerns, please feel free to give me a call.

Responsible Managing Employee:

NICET Stamp