



CLARK COUNTY DEPARTMENT OF BUILDING

Fire Prevention Bureau

4701 West Russell Road, Las Vegas, NV 89118
(702) 455-7316 FAX (702) 455-7347

OTC-016

Effective Date: 05/23/2014

Revision Date:

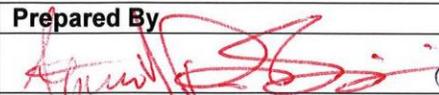
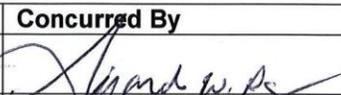
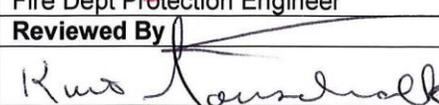
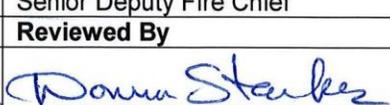
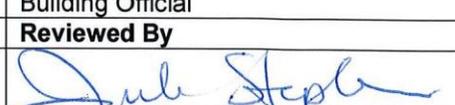
**TITLE: OVER THE COUNTER (OTC) REVIEW
SPRINKLERS LETTER SUBMITTAL**

SCOPE: Installation of up to four (4) fire sprinklers for a tenant improvement or remodel in a Light or Ordinary Hazard Occupancies by letter submittal.

NOTE: A maximum of one letter is permitted per scope of work in a building. Where the scope of work exceeds four (4) fire sprinklers, a drawing is required. Multiple letters to cover work that exceeds four (4) fire sprinklers is not permitted to be accomplished by multiple letter submittals. At no time may a contractor have more than one open sprinkler letter submittal permit in any one building/suite, nor shall there be more than one sprinkler letter submittal permit allowed (whether open or completed) for any one associated permit.

The following is required for all submittals:

- Name and address of the property.
- Name and contact phone number of the contractor.
- Signature and NICET number of the NICET designer.
- Indicate the building departments permit number associated with the scope of work.
- Narrative describing the location(s) of sprinkler head installation, including identification of the occupancy classification per NFPA 13.
 - o NOTE: The occupancy classification of the current scope of work must be Light or Ordinary Hazard only, and must be of equal or less hazard than the building where the work is being performed. Other hazard classifications or work where the hazard classification of the scope of work exceeds the hazard classification of the existing building are not permitted to be submitted on a letter.

Prepared By 	Concurred By 	Approved By 
Stephen DiGiovanni Fire Dept Protection Engineer	Girard Page Senior Deputy Fire Chief	Ron Lynn Building Official
Reviewed By 	Reviewed By 	Reviewed By 
Kurt Gottschalk Deputy Fire Marshal	Donna Starke Deputy Fire Marshal	Julia Staples Deputy Fire Marshal

- Indicate that the sprinklers will be fed from the correct sprinkler systems such that coordination of sprinkler zones with smoke and fire alarm zones is maintained.
- Identification of the sprinkler head(s) installed, including spacing of the heads, orientation, response type, temperature rating, k-factor, and Sprinkler Identification Number. Clearly indicate that the characteristics of the sprinklers within the scope of work match those characteristics of the existing sprinklers in the space, where applicable.
 - o NOTE: Extended coverage heads and heads on flexible sprinkler hose are not permitted to be submitted on a letter.
- Indicate that fire sprinklers will be supplied from existing branchlines, with a maximum of one sprinkler head from any single outlet. Installation of fire sprinklers that requires modifications to mains or branchlines, or that involves the addition of a control valve for tenant spaces, are not permitted via a letter submittal.
 - o NOTE: A single outlet may serve up to a maximum of two sprinklers that are located in separate fire areas. Where this occurs, the letter must clearly describe the use of this design option.
- Describe the construction of the building, and specifically address whether or not concealed combustible spaces are being created by the scope of work.
- A copy of the manufacturer specification sheet(s) for the sprinkler heads installed.
- A narrative indicating the static pressure on the system. Where the static pressure exceeds 100 psi, the letter must describe the installation of hangers for armovers exceeding 12 inches, with surge restraint provided for pendent heads under a ceiling. Where the static pressure is less than 100 psi, the letter must describe installation of hangers with armovers exceeding 24 inches.
- A detail drawing of the hanger assembly to be employed for the project.
 - o NOTE: Drawings and hydraulic calculations are not required for this submittal.