

City of Henderson  
**Fire Safety Engineering  
Informational Bulletin**

Issue 045

FireEplan@CityofHenderson.com

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## UP TO 5 SPRINKLER HEADS SUBMITTED ON A LETTER

Effective immediately, modifications of up to 5 sprinklers may be completed on a letter with an accompanied sketch. To facilitate letter approval, a standardized format will be used. Pre-approval from a Fire Plans Examiner is required for residential projects on a letter.

The letter, written on the contractor's letterhead, shall include:

- ✓ Name of business                      ✓ Building address                      ✓ Suite #
- ✓ General contractor's permit number    ✓ Detailed scope of work
- ✓ Manufacturer's technical data sheets for sprinklers head(s)
- ✓ Simple sketch showing approximate location of sprinkler(s) to be modified and key map of building (see attached example)
- ✓ Signature of NICET II or higher

The detailed scope of work shall include:

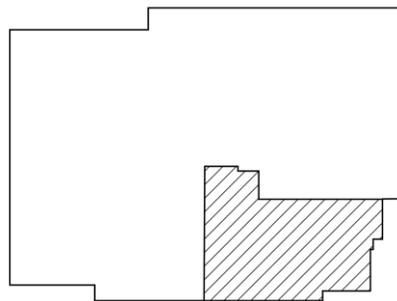
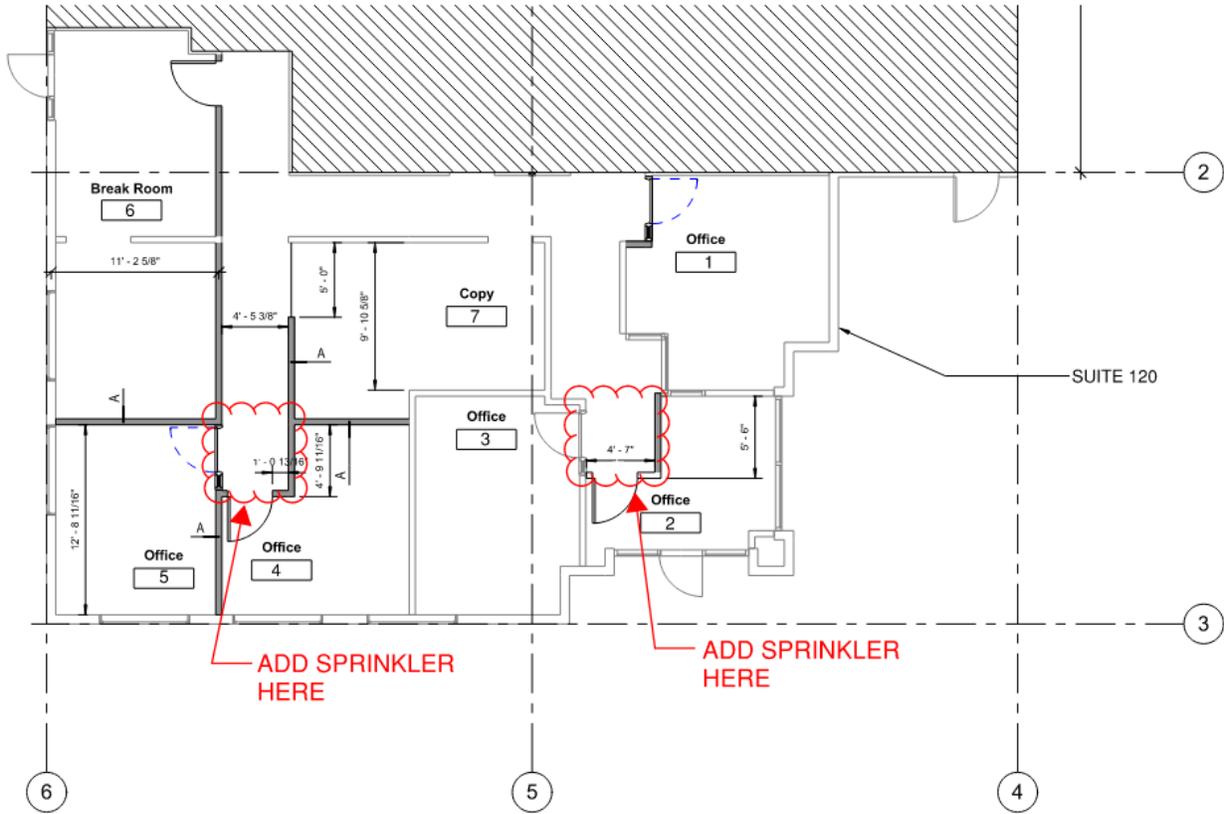
- ◆ Make, model, temperature and SIN of sprinkler head(s) being used.
- ◆ Type of hanger and structure.
- ◆ Exact location of the modified head(s) with room names or room numbers that correlate with the tenant improvement plans.



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[FireEplan@CityofHenderson.com](mailto:FireEplan@CityofHenderson.com) or call 702-267-3630

**Example of sketch to be provided with scope of work letter:**



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