

Fire Alarm Scope of Work Letter Requirements

The Longmont Fire Department permits the use of a scope of work letter in place of full shop drawings for certain modifications to existing fire alarm systems, provided all criteria below are fully met. Contractors are responsible for reviewing and complying with the following requirements.

A scope of work letter is encouraged for:

- Communicator replacements (dialer swaps)
- Modifications or replacement of a fire alarm control panel (FACP)

These are acceptable only when all work is strictly *like-for-like* and no additional system modifications are included.

Eligibility Criteria

All criteria below must be met in full to qualify:

- No more than ten (10) notification or initiating devices may be relocated or modified.
- Group H occupancies are not permitted.
- Secondary power demands must not be affected.
- Work cannot involve smoke control or stair pressurization systems.
- Designers must confirm compatibility of all new components with existing system components.
- An updated graphic map must be provided when applicable.

Letter Requirements

All scope of work letters must be reviewed, stamped, and signed by a NICET III – Fire Alarm Layout technician or a Colorado-registered Professional Engineer (PE). Each letter must include:

- A detailed written description of the proposed work on the fire alarm contractor's official company letterhead.
- Quantities and details of all impacted components, including:
 - o Notification devices
 - o Initiating devices
 - o Communication equipment
 - o FACP modifications
- Confirmation that the system will be 100% function-tested before requesting final inspection.
- Confirmation that an NFPA 72 Certificate of Completion will be provided at final inspection.
- Confirmation that upgraded graphic maps will be submitted for any new initiating devices or system functions.

- Equipment data sheets (PDF format), with all make/model information and power demand details clearly highlighted.
- Any additional clarifying materials such as schematics, diagrams, or other supporting documentation.

Scope Expectations

The scope description must be precise, complete, and compliant with the 2024 International Fire Code as amended by the City of Longmont. It must include:

- All equipment added, removed, or relocated
- Any circuit modifications
- Notification device types
- Initiating device types
- Power supplies
- Annunciators
- Modules

Incomplete or vague scope descriptions will not be accepted. The Longmont Fire Department reserves the right to require a full submittal at any point if necessary.

Fire Sprinkler Scope of Work Letter Requirements

The Longmont Fire Department allows scope of work letters in place of full shop drawings for certain modifications to existing fire sprinkler systems. Contractors must review and comply with all requirements below.

General Limitations

- Scope of work letters cannot be used as a substitute for multiple small projects. If cumulative work affects more than twenty (20) sprinkler heads within 180 days, a full submittal is required.

Eligibility Criteria

All criteria must be met:

- Work must not affect more than twenty (20) sprinkler heads, including relocation or addition.
- The existing hazard classification must remain unchanged and must be verified by the contractor.
- Group H occupancies are not eligible.
- Hydraulic demands must not be negatively affected, including any changes to k-factors of sprinkler heads (must be clearly indicated).
- No high-hazard commodities may be involved (hazardous materials, flammable/combustible liquids, high-piled storage, rack storage, etc.).

- Building occupancy classification must not change.

Letter Requirements

All letters must be reviewed, stamped, and signed by a NICET III – Water-Based Systems Layout technician or a Colorado-registered Professional Engineer (PE). The letter must include:

- A detailed written description on the contractor's letterhead, including state registration number, and designated designer.
- Number of sprinklers impacted and full sprinkler characteristics:
 - o Temperature classification
 - o K-factor
 - o Response type
 - o Hazard classification
- Confirmation that existing sprinklers in affected areas have been checked for recalls or testing/replacement requirements per NFPA 25.
- Confirmation that the spare head cabinet will be updated with any new sprinkler types.
- Equipment data sheets (PDF format), with all model specifications clearly highlighted.
- Any additional clarifying information (schematics, diagrams, etc.).

Scope Expectations

Descriptions must be specific, complete, and compliant with the 2024 International Fire Code. The statement must clearly identify all:

- Pipe modifications
- Valve work
- Equipment additions, removals, or relocations

Vague or incomplete descriptions will not be accepted. The Longmont Fire Department reserves the right to require a full submittal at any point if necessary.