

4/9/2015

STATE OF LOUISIANA
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
OFFICE OF STATE FIRE MARSHAL CODE ENFORCEMENT AND BUILDING SAFETY
8181 INDEPENDENCE BLVD., BATON ROUGE, LA 70806
800-256-5452 225-925-4920 FAX: 225-925-4414
WEB SITE: www.dps.louisiana.gov/sfm

SUGGESTED FORMAT FOR REQUEST LETTER TO BEGIN WORK ON THE SPRINKLER SYSTEM,
PRIOR TO REVIEW BY THIS OFFICE

Please note the following suggested format, for professionals of record (or building owners when POR not required) requesting to have the sprinkler contractor "go to work" prior to review of the sprinkler system by this office. It is a policy of this office to review all plans submitted in as timely a manner possible. However, on occasions due to increased commerce within the state, this office will allow the commencement of the sprinkler system construction prior to our review, provided that the requested letter to "go to work" and the sprinkler submittal package (application, fee, system drawings, calculations, and system cut sheets) are received by this office.

Please contact Margaret Hill, Sprinkler Team supervisor to confirm receipt and processing of your "go to work" request.

NOTE: Request may be sent by email to margaret.hill@la.gov, faxed or submitted with sprinkler package. Response will be sent by return fax if the fax number is provided.

SUGGESTED FORMAT FOR REQUEST LETTER:

Name of Professional of Record/POR or the Owner if no POR and address, telephone, fax, e-mail (on company letterhead if available)

License Number of POR

Date

TO Joe Delaune

Chief Architect

Office of State Fire Marshal, Code Enforcement and Building Safety

8181 Independence Boulevard.

Baton Rouge, LA 70806

RE: Name of Project

Address of Project

Architectural Project Review Number P0* (for existing State Fire Marshal architectural review)

Sprinkler System Project Review Number P0* (If sent after project has been submitted and project number assigned. Not required if request is sent with package.)

As the Professional of Record (or Owner as applicable) for the above referenced project, I am requesting to be allowed to begin installation of the sprinkler system prior to completion of the plan review process. My reason(s) for this request is that **(be specific here, explain the reasons for the time hardship involved that applies to this particular submittal.)**

This project is a (indicate use of facility such as: existing restaurant, new restaurant currently under construction, new computer room, proposed auditorium, etc.).

I fully understand that the granting of this request by your office implies no approval of the work which we are requesting be allowed to commence. I further understand that the installation is being commenced entirely at the risk of the contractor and that any deficiencies will be corrected prior to use of the facility or equipment.

There will be no occupancy of the facility (or use of the equipment, appliances, computers, etc. - state specifics, as applicable) until such time as the review is complete and an inspection has been performed by the Office of State Fire Marshal.

Signed, Professional of Record (if required by law) otherwise Owner