

REQUIREMENTS FOR ABANDONMENT OF EXISTING FIRE SPRINKLER SYSTEM

For any existing building fire sprinkler system proposed for abandonment, the professional of record, if required by state law otherwise owner, shall send a written request to this office for review and determination. The request shall include the following:

1. Name of building
2. Municipal address.
3. Approximate date of existing sprinkler system.
4. Existing use of building. Approximate number of years existing building use has occurred.
5. Provide a floor plan sketch and indicate number of stories, perimeter building dimensions and area per floor. Include number of stories and area per floor.
6. Proposed building use. If building use is to remain as existing, state such. If change in use anticipated, state date of change (only if change in use anticipated).
7. If only a single tenant space or portion of a building is proposed for sprinkler abandonment, provide floor plan diagram of building and indicate portion(s) and sizes proposed for abandonment. Locations of fire separation barriers and building exits may be required for submittal, based on project specifics.
8. Describe any areas that are vacant, if any.
9. Reason for abandonment.
10. Documentation indicating sprinkler system to be removed is a non-required system.
11. Abandonment of sprinkler system requires the following, which must be stated in your request:
 - A. Provide copy of this office's written determination to the local fire department.
 - B. Remove all sprinkler heads in building
 - C. Shut off main control valve and drain system of water
 - D. Remove fire department connection.
 - E. Provide permanent placard at system riser, stating "FIRE SPRINKLER SYSTEM ABANDONED".
12. Please forward your response to following (e-mail, fax, or mail):

Linda Burch
Architect / Engineer Supervisor
Plan Review Division
Linda.Burch@dps.la.gov
Office of State Fire Marshal, Code Enforcement & Building Safety
8181 Independence Boulevard
Baton Rouge, LA 70806
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