



**Permit Application and Guidelines: Sprinkler Recall**  
(There is no fee for this permit and no other application is required.)

**CONTRACTOR INFO. REQUIRED**

Sprinkler Company:

Address:

Managing Employee:

State License #

Date:

Phone:

**SITE LOCATION INFO. REQUIRED**

Building Owner:

Building Owner Address:

Building Owner Phone:

Contact Person Name:

***Address (SITE LOCATION) where work will be done:***

Tenant/Business Owner:

Tenant/Business Owner Address:

Contact Person Name:

Phone:

**GENERAL INFORMATION**

Check the type of system that will have sprinkler heads replaced:

Wet System

Dry System

Pre-Action System

Anti-Freeze System

Other

Residential

Commercial/Industrial

Institutional

Provide a detailed list of the locations where sprinkler heads will be replaced or attach a floor plan showing the area:

Are all sprinkler heads being replaced with a sprinkler head of identical listing such as discharge coefficient, temperature rating, and application criteria?

**YES**

**NO**

**If no**, provide a separate list of those sprinkler heads that are not being replaced one for one as explained above. Provide specific information on how the sprinkler heads being installed are different from the one(s) being removed and how this will affect the system design and coverage.

Provide a list of all sprinkler heads that are being replaced; include the discharge, model #/SIN coefficient, temperature rating, and application criteria.

Provide a separate list of each sprinkler head make, model, and temperature replacing the removed sprinkler heads and identify which head it is replacing. Manufacture specification sheets shall also be provided.

Once on-site, if any changes have been made to the building that affects the coverage of the sprinkler system, or the use has changed from the original sprinkler design criteria, work shall be permitted to proceed with this permit to replace sprinkler heads one for one, but any deficiencies found shall be documented in writing and presented to the fire inspector during the recall/replacement field inspection.

**Any additional work outside replacing recall/replacement sprinkler heads will require the contractor to follow all customary requirements, such as a Daywork Permit or Plans and hydraulic calculations depending on the size of the project.**