

# Sprinkler Project Checklist: Before You Begin Your Project

## DO

### Pre-Project

Hire a qualified Professional Engineer (P.E.) or Registered Architect (R.A.) to ensure your project is Code compliant.

### Project Plans

Only a P.E. or R.A. can submit construction documents, including drawings and other submissions to the Department for approval.

### Asbestos Investigation

Have asbestos investigation performed on site to check for Asbestos Containing Material (ACM) that will be removed or disturbed.

### Project Work

Hire a Licensed Plumber to perform the work. [When hiring](#) a Licensed Plumber or Fire Suppression Contractor, have a written contract that includes the contractor's company name, address and license number(s).

### Work Completion

Ensure Inspections and sign-off are performed to close the project permit.

### Fire Department (FDNY)

Fire Department notification is **required for all sprinkler alterations** including temporary impairments of the system. An FP 85 form **must** be submitted to FDNY when the work is completed and prior to Department sign-off. Some specialized fire suppression systems require FDNY plan approval prior to issuance of a Department of Buildings work permit.

## DON'T

### Work Without a Permit

Do not begin work without a NYC Department of Buildings permit. Property owners and the people performing work without a permit may face violations with, court appearances, civil and/or criminal penalties.

*NOTE: The Owner of the building/property is ultimately responsible for the project, and their signature/consent is required for submission of the project application by their design professional, and Department approval.*