



Midwest City Fire Marshal's Office

8201 E Reno Avenue
Midwest City, OK 73110
Office: 405-739-1340 / Fax: 405-739-1384
www.midwestcityok.org

Administrative Ruling 2019-03

Subject: Fire Protection Systems Pre-Test Letter
Effective: June 14, 2019
Code Reference: 2015 International Fire Code, Section 901.5
Scope:

To provide instruction for acceptance testing of any new and modified fire alarm system designed in accordance with NFPA 72 as well as, any new or modified fire suppression sprinkler system designed in accordance with NFPA 13, NFPA 13R & NFPA 13D.

Notice:

Inspection Scheduling

Pre-Test Certification Letters shall be provided to the Midwest City Fire Marshal's Office **PRIOR TO** scheduling an acceptance test inspection. Inspections will not be scheduled until a valid *Pre-Test Certification Letter* is provided specific to the permit for the inspection that is being scheduled. *It shall be considered a failed inspection if the fire protection system fails to meet permit requirements, after the Pre-Test Letter has been submitted.* Re-inspection fees will be applied for any subsequent inspection in accordance with **Midwest City Ordinance Section 15-72 (f) and 15-73 (m).**

Pre-Test Letter of Installation Certification

Upon completion of the installation and **PRIOR TO** requesting a *Fire Department Acceptance Test*, the contractor of record shall provide a *Pre-Test Certification Letter* to the Fire Marshal's Office. This letter shall be on company letterhead and clearly indicate the following information:

1. Permitted business name and address of the installation location.
2. Permit(s) to which the letter shall apply.
3. Indicate the date and time the pre-test was conducted and by whom.
4. Provide the following statement/s:
 - a. This document certifies that the fire alarm system/fire sprinkler system installed at the permitted address has been designed and installed in accordance with the applicable NFPA standards, manufacturer's instructions, City of Midwest City adopted Fire Code as adopted by the OUBCC.
 - b. For **fire alarm systems**, the following shall be added: All devices have been tested and signals reported to the central station monitoring as required by the approved plans and permit.
 - c. For **fire sprinkler systems**, the following shall be added: All piping and sprinkler system accessories have been hydrostatically tested to 200 PSI for 2 hours with no leaks detected and sprinklers and piping installed in accordance with the approved plans and NFPA 13/13R/13D.
5. Signed by the designer or FPE of record.

Approved:

Bert Norton
Fire Chief

Duane Helmberger
Fire Marshal