



## Natrona County Fire Protection District

---

### Office of the Fire Marshal

555 N Robertson Road · Casper, WY 82604  
Phone (307) 234-4679 · Fax (307) 265-0353

## Fire Sprinkler Modification (< 20 heads)

To be eligible for the Fire Sprinkler Modification variance for Fire Sprinkler permit and plan review; the Fire Sprinkler Contactor (FSC) must contact the Office of the Fire Marshal for the Natrona County Fire Protection District for the projected modification project prior to any fabrications or modifications. A modification letter must be filled out in its entirety and submitted to the Fire Marshals Office via email for review. (see attachment for modification letter)

**Phone #:** 307-234-4679

**Send email to:** [ncfire@natronacounty-wy.gov](mailto:ncfire@natronacounty-wy.gov)

The Fire Marshals Office will make one of three determinations upon review of the modification proposal.

1. Approved
2. Not Approved – deficiencies will be noted for corrective action.
3. Too complex or beyond scope – A full set of plans will be needed to be uploaded to NCFPDpermits.com for a complete plan review and permit.

### **Examples of “Too complex or beyond scope”, but not limited to:**

1. Changing system types (e.g., wet to pre-action).
2. Adding a new system (e.g., pre-action, offices to a warehouse).
3. Increase in Occupancy Hazard Classification (e.g., light hazard to ordinary hazard, ordinary hazard 1 to ordinary hazard 2, etc.).
4. Modifications to ESFR sprinkler systems are not eligible for this policy.
5. Modifications to extended coverage sprinkler systems and/or extended coverage spacing are not eligible for this policy.
6. Modifications to systems utilizing Special Application or Residential sprinklers.
7. Entire lease space must be permitted at one time. Breaking a lease space into multiple areas each twenty (20) or less sprinkler heads and permitted separately will not be allowed.
8. The First Tenant Finish-out of a shell building that affects the existing sprinkler system.



## Natrona County Fire Protection District

### Office of the Fire Marshal

555 N Robertson Road · Casper, WY 82604  
Phone (307) 234-4679 · Fax (307) 265-0353

## Fire Sprinkler Modification variance letter (<20 heads)

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

\_\_\_\_\_

Building Permit Number: \_\_\_\_\_

The scope of work consists of: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Existing sprinkler heads to be relocated:

MFG:	Make	Model	SIN#	Orifice	K-factor	Temp.	QR/SR	# of heads

### New sprinkler heads to be added, and/or replaced:

MFG:	Make	Model	SIN#	Orifice	K-factor	Temp.	QR/SR	# of heads

Total number of sprinkler heads relocated, added, and/or replaced: \_\_\_\_\_

### Contact Information:

- Company: \_\_\_\_\_
- Contact: \_\_\_\_\_
- Phone #: \_\_\_\_\_

RME Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_