

MEMORANDUM

2000-9

Date: May 17, 2000

To: All Fire Alarm (Class D & D-1) and Burglar Alarm (Type A) Firms

From: Jerry W. Jones
Chief Architect/Deputy Assistant Secretary

Re: Exemption Request Form for Access Control Devices & Delayed Egress Locking Device

Per R.S. 40:1574, any renovation to an existing building requires the submittal of plans to this office prior to renovations being performed. The addition of access control or delayed egress locking devices falls into the definition of renovation. The following information is required to be submitted by the building owner anytime that access control or delayed egress locking devices are installed in a building other than One or Two Family Dwellings.

1. Completed access control and delayed egress locking systems exemption request form.
2. The necessary fees - \$20.00
3. A description of how the system will work.
4. Manufacturer's specification sheets for the system and devices.

If the building has a fire alarm system, then the exemption request form shall include the locking system connection to the fire alarm and a description of how the locking system will interface with the fire alarm.

Please note that a Class D license is required to perform any work on a required fire alarm and a Class D-1 license work on a non-required fire alarm. A burglary license is required to perform work only on a burglar alarm system.

If the building is protected by an automatic sprinkler system, then the exemption request form shall include the locking system connection to the sprinkler system and a description of how the locking system will interface with the sprinkler system.

Please note that if the automatic sprinkler system is "supervised" in accordance with 101:7-7.2, then only a contractor with a Class "D" license can perform this work.

Should you have any questions regarding this matter, please contact the Plan Review Section of this office at 1-800-256-5452 or 225-925-4920.

This memorandum voids and replaces Memorandum 2000-2, date January 5, 2000.

JWJ/MCM/kmw