



Procedure for Shutting Down Fire Protection Systems in a Vacant Building

A request to shut down a system does not authorize the action until written approval is granted by the Fire Marshal

1. **Building Status**
 - The address must be a **standalone building**, and the fire riser must **not provide protection to an adjoining building**.
2. **Fire Alarm System (If Applicable)**
 - The address must be a **standalone building**, and the fire alarm panel must **not provide coverage to an adjoining building**.
3. **Owner/Company Request**
 - Submit a letter on your **company letterhead** requesting permission to shut down the fire riser.
 - This letter can be **emailed to our office**.
4. **Suppression Company Documentation**
 - Provide a letter from the **suppression company** requesting permission to shut down the fire riser.
 - Submit a **follow-up letter after the riser is shut down**.
 - Both letters can be **emailed to our office**.
5. **Fire Alarm Company Documentation (If Applicable)**
 - Provide a letter from the **fire alarm company** requesting permission to discontinue the fire alarm system.
 - Submit a **follow-up letter after the alarm is shut down**.
 - Both letters can be **emailed to our office**.
6. **Notify Water Department**
 - Inform the **water department** that the fire riser is being shut down.
7. **Notify Alarm Monitoring Company (If Applicable)**
 - Inform the **fire alarm monitoring company** that monitoring will be discontinued at this location.
8. **Building Sweep**
 - Conduct a **complete sweep of the building** to ensure:
 - No occupants remain inside.
 - No potential hazards are left behind (e.g., flammable liquids, exposed wiring).
9. **Secure the Building**
 - Ensure the building is **secured against unauthorized entry**.
 - Post **"No Trespassing" signs** on the exterior.
10. **Renovation Plans**
 - If renovations begin immediately, only **authorized crews** working on renovations may enter the building. All applicable permits required by the City of Tulsa must be obtained.
11. **Utility Disconnection (Delayed Renovations)**
 - If renovations are not completed immediately, **all utilities must be discontinued**.
 - Provide letters from **all utility companies** confirming services have been terminated/disconnected.
 - These letters can be **emailed to our office**.

Email for Submissions: Firemarshal@cityoftulsa.org