



Lake Havasu City Fire Department
Fire Prevention Division
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FD Specification #22

2018 International Fire Code

Rev. 9/01/2021

Standard for Fire Protection Inspection Labels and Tags

Page 1 of 4

PURPOSE

To provide a standard and consistent service record affixed to all fire protection systems and appliances.

SCOPE

This specification is applicable to installations and service on all new and existing fire protection systems and appliances including but not limited to portable fire extinguishers, fire alarm components, water based fire protection, fire hydrants connected to private fire service mains, commercial kitchen hoods and alternative automatic fire-extinguishing systems, by approved state licensed contractors.

DEFINITIONS

1. **Alternative Automatic Fire-Extinguishing Systems** – Automatic fire-extinguishing systems, other than automatic sprinkler systems, including but not limited to wet-chemical systems, dry-chemical systems, foam systems, carbon dioxide systems, Halon and Clean-agent systems, commercial cooking systems, etc.
2. **Fire Alarm Systems** - A system or portion of a combination system consisting of components and circuits arranged to monitor and annunciate the status of fire alarm or supervisory signal-initiating devices and to initiate the appropriate response to those signals.
3. **Water Based Fire Protection Systems** – Fire protection systems, which rely on a reliable water supply, used for fire protection. These systems include but are not limited to combined standpipe and sprinkler systems, private fire service mains and their appurtenances, wet and dry automatic sprinkler systems, wet and dry standpipes, water mist systems, water spray systems, water tanks and pumps, etc.

PERMITS & LICENSES

1. No fire permits are required to install service tags or labels. However, all work on automatic fire-extinguishing systems, fire alarm and detection systems, fire pumps and related equipment and private fire hydrants, etc., require construction permits per IFC §105.7 *Required Construction Permits*.
2. A valid Lake Havasu City Business License is required to install or service fire protection systems or equipment within Lake Havasu City.

REQUIREMENTS

1. **Labels and Tags**

- a. **Labels (stickers)** must be used on all water-based fire protection systems including but limited to automatic sprinkler systems, standpipes, private water mains & fire hydrants. Labels must be used on all commercial kitchen hoods where cleaning took place.
- b. **Tags (hang tags)** must be used on all alternative automatic fire-extinguishing systems and fire alarm systems including, but not limited to, all alternative automatic fire-extinguishing systems (e.g. wet chemical systems, dry chemical systems, CO2 systems, UL 300 commercial cooking systems and clean agent systems, etc.).
- c. **Labels and tags** may be of any color, with black contrasting letters. They must be approximately five and one fourth inches (5-1/4") in length, and two and five-eighth inches (2-5/8") in width with a one-fourth inch (1/4") tolerance for each dimension.
- d. The following information must be printed on labels and tags approved by the Lake Havasu City Fire Marshal:
 1. The words "**DO NOT REMOVE BY ORDER OF THE LHC FIRE MARSHAL.**" The authority, "STATE" FIRE MARSHAL may be used in lieu of "LHC."
 2. License Holder's Company Name.
 3. License Holder's Company Physical Address and Phone Number.
 4. Company or Agent's License Number. (AZ Registrar of Contractors license)
 5. Date of service or testing and maintenance.
 6. Space or line for name and signature of person performing or supervising the service or testing and maintenance work.
- e. When service or testing and maintenance is performed, the initial date of service or testing and maintenance, the printed name, and signature of the person performing or supervising the servicing must be placed on the tag or label. Holes must be clearly punched in the appropriate boxes.
- f. No person shall remove a tag or label from or place a tag or label on an automatic fire extinguishing system except when service or testing and maintenance is performed.
- g. No person shall deface, modify, or alter any tag or label attached to or required to be attached to any automatic fire extinguishing system.
- h. The label or tag conforming to this section must be securely attached to each automatic fire extinguishing system at the time of service or testing and maintenance.
- i. The label or tag approved by the LHCFD Fire Marshal must be affixed to a system only after all deficiencies have been corrected.
- j. Adhesive labels must be manufactured in accordance with UL 969, Standard for Marking and Labeling Systems, current edition.

2. Water Based Fire Protection Systems Maintenance Labels

- a. The label must be placed:

1. On the fire department connection (FDC) or on the riser for Class I, III, and combined standpipes and on the hose outlet closest to the front door for Class II standpipes,
 2. On or adjacent to the FDC or on the riser for fire sprinkler systems,
 3. On private fire hydrants after they have been painted red,
 4. On the north facing side of required appliances to limit sun exposure.
- b. The following sample format shall be used for all inspection labels:

DO NOT REMOVE BY ORDER OF THE LHC FIRE MARSHAL																																				
<p style="text-align: center; font-weight: bold;">Company Logo</p> <hr/> <p>ARC License #</p> <p><input type="checkbox"/> 5 Year</p> <p><input type="checkbox"/> 3 Year</p> <p><input type="checkbox"/> Annual</p> <p><input type="checkbox"/> New</p> <p><input type="checkbox"/> Other</p>	<p>x _____ Signature</p> <p style="font-size: 1.2em; font-weight: bold;">COMPANY NAME</p> <p>ADDRESS</p> <p>PHONE NUMBER</p> <hr/> <p>Printed Name of Person Proving Service</p>										<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>SPRINKLER</td><td></td></tr> <tr><td>D. STANDPIPE</td><td></td></tr> <tr><td>W. STANDPIPE</td><td></td></tr> <tr><td>FIRE PUMP</td><td></td></tr> <tr><td>WATER TANK</td><td></td></tr> <tr><td>FOAM</td><td></td></tr> <tr><td>WATER SPRAY</td><td></td></tr> <tr><td>WATER MIST</td><td></td></tr> <tr><td>PRIVATE FIRE SERVICE</td><td></td></tr> <tr><td>OTHER</td><td></td></tr> </table> <p>Notes: _____</p> <p>_____</p> <p>_____</p>	SPRINKLER		D. STANDPIPE		W. STANDPIPE		FIRE PUMP		WATER TANK		FOAM		WATER SPRAY		WATER MIST		PRIVATE FIRE SERVICE		OTHER						
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Figure 1: Sample Inspection Label

3. Alternative Automatic Fire-Extinguishing Systems and Fire Alarm Inspection Tags

- a. Inspection tags shall be of the hanging type.

Tags shall be placed on the agent supply tank enclosure or manual pull device for alternative automatic fire-extinguishing systems and on the Fire Alarm Control Panels (FACP), Fire Alarm Control Units (FACU), and Annunciators for all fire alarm systems.
- b. The following sample format shall be used for all tags:

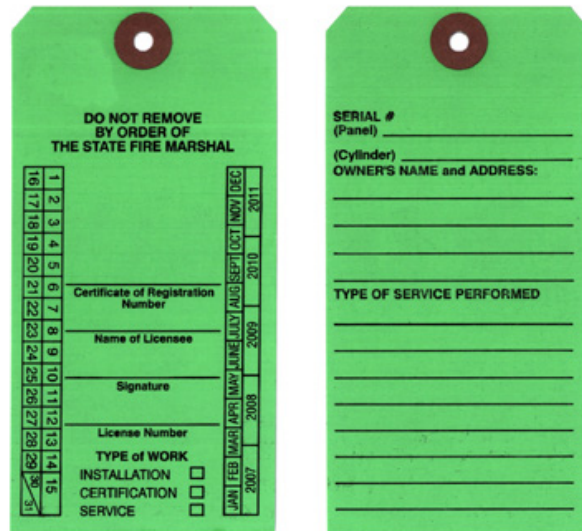


Figure 1: Sample Inspection Tag

4. **Removal of Labels or Tags.**

- a. No person shall remove any label or tag required by this specification from an automatic extinguishing system except when service is performed.
- b. No person shall deface, modify, or alter any label or tag required by this specification to be attached to any automatic extinguishing system.

5. **Records**

All records for inspection, testing, and maintenance of all fire protection systems excluding backflow preventers must also be entered into **The Compliance Engine**, powered by Brycer, database.

REFERENCES

2018 International Fire Code Ch. 5, §507 *Fire Protection Water Supplies*

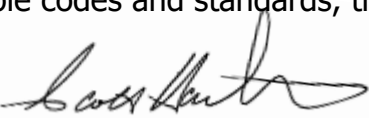
2018 International Fire Code Ch. 6, §607 *Commercial Kitchen Hoods*

2018 International Fire Code Ch. 9 *Fire Protection Systems*

2017 NFPA 25 *Inspection, Testing, & Maintenance of Water-Based Fire Protection Systems*

2016 NFPA 72 *National Fire Alarm and Signaling Code*

Note: This FD specification is intended to be a guide only. For full compliance and additional requirements, refer to the references above. Where conflicts exist between this document and the applicable codes and standards, the above references supersede.

APPROVED: 
Scott Hartman, Fire Marshal

DATE: 09/01/2021