



Tulsa Fire Department
175 E. 2nd Street
Tulsa, OK 74103
(918) 596-9422 FAX (918) 596-9383

April 28, 2009

Fire Alarm Contractors

Re: Registration of Electronic locks

Dear Contractors,

This letter is for all City of Tulsa licensed Fire Alarm Contractors that do fire alarm system inspections in the City of Tulsa. In the 2006 Fire Code adoption process Section 1008.4 was added requiring all electronic locks be registered with the City of Tulsa. The Section reads as follows:

Section 1008.4 Registration, Annual Inspection and Certification of Hardware-Added.

After January 1, 2008 all annual fire alarm inspections shall include the registration of access-controlled egress door hardware installed in accordance with Section 1008.1.3.4 of the *ICC International Building Code*, 2006 Edition, as adopted by the City of Tulsa, delayed egress locks installed in accordance with Section 1008.1.8.6 of the *ICC International Building Code*, 2006 Edition, as adopted by the City of Tulsa, and fail-safe electronic locks installed in accordance with Section 1008.1.8.8 of the *ICC International Building Code*, 2006 Edition, as adopted by the City of Tulsa, shall be registered with the City of Tulsa. Such installations shall pass annual inspections by and shall be certified by an approved alarm company. A record of the inspections shall be submitted to the fire code official annually. The schedule for registration of these specific three (3) sets of hardware shall be in accordance with the following priority phasing:

1. Any such hardware currently installed on doors opening into an exit stair or elevator lobby including public access corridors connected to these exits and lobbies.
2. All proposed new construction and remodeling permit applications, including existing hardware in remodeled spaces.
3. After completion of licensing and registration of hardware company by the State and the City of Tulsa, all new hardware installation, and all hardware not currently registered at time of repair or maintenance of that hardware.

Exception: Registration, inspection, and certification shall not be required for door hardware of single-occupant spaces.

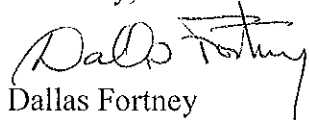
Since electronic locks are required to release on a signal from the fire alarm system we have chosen the responsibility to fall on the fire alarm contractor to get this initial registration. The Fire Alarm Contractor will be required to get with the Building owner to coordinate these registrations during the annual fire alarm inspection process.

The City of Tulsa's Fire Marshal's Office will provide a training session on how the permitting process will operate through the city. We request that each fire alarm company's owner, manager or representative attend this meeting. The training session

will take place on May 8th at 10:00 at City Hall, 175 E 2nd in Meeting Room 10 North. Parking is available on the Southeast corner of 2nd and Cincinnati. Come early enough to sign in and get a badge. Topics covered will include what to submit for the registration, what the cost will be, what the time frame to complete the process, what to do once you receive your registration, and what the fire department expects from the fire alarm contractor.

If you need any further clarification on any of these items please call.

Sincerely,

A handwritten signature in black ink that reads "Dallas Fortney". The signature is written in a cursive style with a prominent loop at the end of the last name.

Dallas Fortney
Chief of Code Enforcement



CITY OF TULSA ELECTRONIC LOCKS REGISTRATION

DATE: _____
A/P # _____

Note: Please print or type all data

- Building Address _____
- Name of Business/Bldg/Complex _____
- Installers Company Name _____ Installers License # _____
- Account No. (if Applicable) _____
- Applicant: _____ Phone No. _____ Fax No. _____
 Address _____ City _____ State _____ Zip _____
- Nature of Use: Assembly Business School, 12th Grade and under Daycare Hazardous Use/Chemical Mercantile
 R-1 Boarding House/Hotel/Motel R-2 Apartments/Convents/Dormitories/Fraternities and sororities/Monasteries
 Other: _____

SUBMITTAL REQUIREMENTS ARE:

- COMPLETED REGISTRATION FORM
- SITE PLAN
- FEES \$15.00 for initial permit, plus
 \$ 1.00 per lock
 Plus administrative fees

Submittal by mail: (check, account, or money order only)

City of Tulsa
 Permit & License Center
 175 E 2nd St, Suite 455
 Tulsa, OK 74103

Submittal by fax: (contractor account only)

(918) 699-3500

Phone inquiries: (918) 596-9601

INFORMATION ON LOCATION OF ELECTRONIC LOCKS

Lock # must correspond to lock # on site plan

Type of Lock Key: Fail Safe (FS), Delayed Egress (DE), Access Control (AC)

LOCK #	TYPE OF LOCK			FLOOR #	SUITE #	LOCATION OF LOCK
	FS	DE	AC			
1	[]	[]	[]			
2	[]	[]	[]			
3	[]	[]	[]			
4	[]	[]	[]			
5	[]	[]	[]			
6	[]	[]	[]			
7	[]	[]	[]			
8	[]	[]	[]			
9	[]	[]	[]			
10	[]	[]	[]			
11	[]	[]	[]			
12	[]	[]	[]			
13	[]	[]	[]			
14	[]	[]	[]			
15	[]	[]	[]			
16	[]	[]	[]			
17	[]	[]	[]			

A/P# _____

LOCK #	TYPE OF LOCK			FLOOR #	SUITE #	LOCATION OF LOCK
	FS	DE	AC			
18	[]	[]	[]			
19	[]	[]	[]			
20	[]	[]	[]			
21	[]	[]	[]			
22	[]	[]	[]			
23	[]	[]	[]			
24	[]	[]	[]			
25	[]	[]	[]			
26	[]	[]	[]			
27	[]	[]	[]			
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66	[]	[]	[]			

A/P# _____

LOCK #	TYPE OF LOCK			FLOOR #	SUITE #	LOCATION OF LOCK
	FS	DE	AC			
67	[]	[]	[]			
68	[]	[]	[]			
69	[]	[]	[]			
70	[]	[]	[]			
71	[]	[]	[]			
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93	[]	[]	[]			
94	[]	[]	[]			
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99	[]	[]	[]			
100	[]	[]	[]			