

**\*\* On Owner's Company Letterhead \*\***

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

Commercial Section, Building Division  
Planning & Development Department  
City of Surrey  
13450 – 104 Avenue  
Surrey, B.C.  
V3T 1V8

Dear Sir/Madam:

Example Only

Re: \_\_\_\_\_  
(Address of Project)

This letter is to acknowledge that the fire sprinklers for the new second floor at the above noted address require a separate zone from the sprinklers for the first floor. However, I request that, in lieu of separate sprinkler zones, at least one heat or smoke detector installed in each room (including closets) on the second floor and connected to the fire alarm system on a separate zone, be acceptable. We understand that this may be accepted as an equivalency for sprinkler zoning purposes in accordance with the Surrey Building Division Bulletin "Sprinkler System Zoning".

I confirm that the heat or smoke detectors will be installed, under an electrical permit, by an electrician licensed in Surrey.

Sincerely,

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
(Print Name of Owner)