

**Request for Time Extension
Backflow Prevention Assembly Upgrade
Automatic Fire Sprinkler System**

{Insert Date Here}

City of Novi
Department of Public Works
Water & Sewer Division
26300 Lee BeGole Drive

Re:

{Insert facility address}

Fire Sprinkler System Upgrade / Time Extension Request

Cross Connection Control Specialist,

Please accept this request for a reasonable time extension for upgrades to our fire sprinkler system backflow prevention assembly, which has been deemed non-conforming and inadequate for the protection of the public drinking water supply for various reasons pursuant to current industry standards. We are in agreement that one of the most important components of a plumbing system is the protection of the public drinking water supply. With that said, we propose the following upgrade to our fire sprinkler system backflow prevention components.

We propose to install a complete American Society of Sanitary Engineers (ASSE) listed and approved backflow prevention assembly in accordance with the Michigan Plumbing Code. The assembly will include two listed and approved shut off valves and backflow prevention device. The assembly will be installed in accordance with manufacture installation instructions.

The installation of the new assembly will include coordination of multiple City Departments which include the City of Novi Fire Marshall's (State Fire Marshall if applicable) Office for alterations to a fire sprinkler system, Community Development Department (State Plumbing Inspector if applicable) for required permits and the Water & Sewer Division for water shut off needs.

The maintenance upgrades to our system will be completed by no later than (MM/DD/YYYY) . Once we have completed our contractor bidding and selection process our contractor proposal will be submitted to the Water & Sewer Division for review and acceptance.

Sincerely,

{Signature here}

{Insert name, title, contact information, phone, and email}