



Owners Information Certificate (OIC)

The Owner's Information Certificate is required for all new occupancies with storage or existing occupancies with a sprinkler system where there is a chance of occupancy and/or building use with planned storage. Storage is considered anything over 12' in height or plastics over 5' in height. The owner/owner's representative is responsible for supplying the completed OIC (this form) to a sprinkler design professional. The sprinkler design professional must provide written confirmation (separate document) that the density/spacing of the existing/designed water based fire protection system is adequate for the proposed usage, commodities, and storage as listed on the OIC.

If hazardous materials will be stored or used within the building, a Hazardous Materials Inventory Summary must also be completed by the owner/owner's representative and reviewed by the sprinkler design professional. All documents must be uploaded to the permit portal (if possible) or emailed to permits@lenexa.com.

For questions about required documentation, please contact 913-477-7990. For questions about the permit portal, please contact 913-477-7725.

Project name:

Project address:

Permit #:

Use group classification:

Square footage:

Please describe the intended use of each portion of the building, including manufacturing processes, machinery, and commodity storage:

Type of existing sprinkler protection (check all that apply):

Wet Dry Pre-action None Other:

Design criteria of existing sprinkler protection system density:

Gpm/square foot:

Area of application:

Coverage per sprinkler:

Number of heads calculated:

Hose streams:

Total water supply req. w/hose streams:

Occupancy classification for proposed project, per NFPA 13

Light hazard Ordinary hazard Extra hazard Other:

Check each of the following special materials/operations intended to be present.

Flammable and combustible liquid*			Aerosol products*
Compressed liquefied gas products*			Liquid or solid oxidizers*
Corrosives*			Flammable gases*
Combustible dust-producing operations			Rolled paper
Plastics	Tires	Plastic pallets	Idle pallets
Other			

Describe the type, location, arrangement, and intended maximum quantities. *must provide MSDS

Will there be any storage of products over 12 feet in height? **Yes** **No**

If “yes”, describe the product, intended storage arrangement and height.

Will there be any storage of plastic, rubber, or similar products over 5 feet in height, except as described above? **Yes** **No**

If “yes”, describe the product, intended storage arrangement and height.

Describe the commodities that will be stored and/or processed within the building. Provide their commodity classification(s) and how they will be packaged.

I certify that I have knowledge of the intended use of the property and that the above information is correct.

Signature of owner/owner's representative or agent:

Date:

Phone number:

Name of person completing this certificate (print):

Relationship and firm of representative/agent (print):

Adapted from NFPA 13 (2007)

Updated 2/2024