

# **FIRE SUPPRESSION AND ALARM CONTRACTOR LICENSING APPLICATION GUIDE**



**Colorado Springs Fire Department**  
Office of the Fire Marshal  
And  
**Pikes Peak Regional Building Department**  
Contractor Licensing

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## PURPOSE

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This guide has been developed in an effort to provide the highest level of service to the customers of the Colorado Springs Fire Department and Pikes Peak Regional Building Department. The major goal of the contractor licensing/registration is to insure the quality of design and installation of fire alarm and suppression systems meet the minimum requirements of the adopted codes and ordinances.

## SCOPE

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This guide outlines the step-by-step requirements of the licensing process for all fire alarm and suppression contractors. It is intended to provide a step-by-step guide through the application.

## DEFINITIONS

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CSFD	Colorado Springs Fire Department
DFM	Division of the Fire Marshal
IFC	International Fire Code
NICET	National Institute for Certification of Engineering Technologies
NFPA	National Fire Protection Association
PPRBC	Pikes Peak Regional Building Code
PPRBD or RBD	Pikes Peak Regional Building Department
RME	Responsible Managing Employee

## GUIDELINES

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### I. INTRODUCTION.

So, you are ready to work in the City of Colorado Springs as a Fire Alarm or Fire Suppression Contractor. You will need a contractor's license to perform any work on any fire alarm or suppression system, whether you are an electrical company, electrician or a dedicated fire alarm or suppression company.

First thing's first. You need to obtain an application from the Pikes Peak Regional Building Department, Contractor Licensing. The application is available in hard copy at RBD or you can download it from their website at: <http://www.pprbd.org/confiles/ContLicensing.html>. Depending on the type of work your company does, you will need either to choose your license type. ***How do I know which one I need, you ask?***

### II. GENERAL INFORMATION.

#### A. FIRE ALARM CONTRACTOR A.

This license allows the contractor to design, install, alter, add to, service and repair all types of fire alarm systems. Most commonly only those companies dedicated to fire alarm systems apply for this license.

**B. FIRE ALARM CONTRACTOR B.**

This license allows the contractor to install, alter, add to, service and repair all types of fire alarm systems. Note the difference – this license does NOT permit the holder to design fire alarm systems

Most electrical companies chose this option since they are not in the business of designing fire alarm systems.

**C. FIRE SUPPRESSION CONTRACTOR A.**

This license shall authorize the contractor to design, add to, alter, service, repair and inspect automatic fire sprinkler and standpipe systems of all types as well as retrofit backflow prevention devices.

**D. FIRE SUPPRESSION CONTRACTOR B.**

This license shall authorize the contractor to install, add to, service, repair and inspect portable fire extinguisher appliances and special hazard suppression systems including their necessary control, alarm and detection components; and to perform hydrostatic testing of portable fire extinguisher appliances.

**E. FIRE SUPPRESSION CONTRACTOR C.**

This license shall authorize the contractor to install, service, recharge, repair, inspect and hydrostatically test portable fire extinguisher appliances.

**F. FIRE SUPPRESSION CONTRACTOR D.**

This license shall authorize the company or organization to install, service, recharge, repair, inspect and hydrostatically test portable fire extinguisher appliances which are the property of, or under the care and control of the applicant. This license generally applies for large businesses and campus-style complexes such as a college.

**G. FIRE SUPPRESSION CONTRACTOR M.**

This license shall authorize the contractor to design, add to, alter, service, repair and inspect multipurpose residential fire sprinkler system designs which are based on the most current edition of NFPA 13D.

**H. FIRE ALARM INSTALLER.**

This person is an on-site installer who is a skilled worker employed by a Fire Alarm Contractor (FAC) who meets the necessary certification requirements as described in the 2005 PPRBC Section 208.9

Every company or individual working on fire alarm systems must have licensed Fire Alarm Installers to oversee the work. These are individuals that have received a minimum NICET Level II certification in Fire Alarm Systems. They must register this certification with RBD Contractor Licensing and receive an RBD Wallet Card. This is very important as neither CSFD nor RBD inspectors will accept the NICET card!

Anytime work is being done to the system, the certified Fire Alarm Installer must be on the job site. This includes work involved in the Rough-In stage of the Fire Alarm System to include, conduit, boxes and wiring.

#### **I. FIRE SUPPRESSION/SPRINKLER INSTALLER.**

This person is an on-site installer who is a skilled worker employed by a Fire Suppression Contractor - A (FSC-A) who meets the necessary certification requirements as described in the 2005 PPRBC Section 207.10

Every company or individual working on fire sprinkler systems must have licensed Fire Sprinkler Installers to oversee the work. These are individuals that have a minimum 2 years experience in these systems and receive passing score of 75% or better on the Installers Exam proctored by PPRBD.

Anytime work is being done to the system, the certified Fire Sprinkler Installer must be on the job site.

#### **J. FIRE SUPPRESSION/SPRINKLER INSTALLER LIMITED.**

This person is an on-site installer who is at a minimum a Residential Plumber employed by a Fire Suppression Contractor - M(FSC-M) who meets the necessary certification requirements as described in the 2005 PPRBC Section 207.11

### **III. DOCUMENTATION.**

You have completely filled out the correct application for the license you are seeking, so now you are wondering what you do with it. Well, first you need to collect some documentation to include with your application.

#### **A. RESPONSIBLE MANAGING EMPLOYEE.**

The RME is a permanent employee of the company applying for the license. This person is the one holding the NICET or PE certifications. This means you cannot subcontract this out to someone – they must be on your payroll as a permanent employee! The RME can be the license holder, or it can be a different person. A company can have any number of qualified RME's added to their license.

1. **NICET.** You must submit proof of the appropriate element and level of NICET certification (Fire Alarm- or Fire Suppression-A requires Level III or higher, Fire Alarm B requires Level II or higher). For Example: We will not accept a NICET Level III in Inspections of Water-Based Suppression Systems for Fire Suppression A license. The FSC-A license permits the license-holder to design these systems, and the Inspections element does not cover this aspect.

Acceptable forms include a copy of the certificate issued by NICET, a copy of the wallet card issued by NICET, or the approval letter accompanying these items.

Including a letter that you passed the test elements does NOT constitute you are certified. This letter clearly states they have not completed the review for certification and simply passing the test does not mean you are certified.

2. **Professional Engineer.** You must submit proof the PE license is in current active standing in the State of Colorado. Also, you must include information on the discipline of

the PE license. Remember the PE must have expertise in fire alarm or fire sprinkler systems to the Fire AHJ's satisfaction.

**B. LICENSES HELD BY COMPANY.**

Attach copies of any licenses this company holds in other jurisdictions, or even other licenses held in this jurisdiction. This can include contractor's licenses from other cities or states, individual licensing/registrations issued by other cities or states, etc. Driver's license need not be provided.

**C. PROJECT HISTORY.**

When you get to the project history portion of the application, it is helpful to provide dates. You can list this on the separate sheet of paper. Be sure to provide a minimum of 5 years of work history related to *fire alarm or fire suppression systems*. Telling us you have worked installing security systems or lawn irrigation systems will not suffice.

**D. SIGNATURES.**

At the bottom is where the signatures are collected. The first person that needs to sign the application is the RME of the company listed on the front page. The second person to sign is a principal officer, owner or the RME.

**E. CERTIFICATES OF INSURANCE.**

1. **A Certificate of Liability** must be provided. Amount of insurance required and additional information required on the certificate can be found in license application packet.
2. **Worker's Compensation Certificate** must be provided. Again, refer to the license application packet for required amount of insurance and information required on the certificate.

**IV. APPROVAL PROCESS.**

You have filled out the application, gathered all your documentation, and submitted the information to RBD's Contractor Licensing office. ***What happens now?*** The file must be approved by Fire Board of Appeals, but there is a review and acceptance process before it gets there.

RBD is the custodian of the files and collector of any fees. Once they receive your application, they will forward the file to the Division of the Fire Marshal for review.

**A. REVIEW BY OFM.**

Upon receipt of your file from RBD, one of the Fire Protection Engineers assigned to Construction Services will review your file to ensure all the information and documentation is provided. The check list we use is provided at the end of the guide to help you.

If additional information or documents are necessary, the file will be marked "Recommend Disapproval" and forwarded to the Secretary of the Fire Board of Appeals. They will send out a letter to the applicant advising them of the status and asking for the additional information. The files will be returned to RBD and any additional paperwork required must be submitted to RBD!

If everything is in order, the file will be marked "Recommend Approval" and forwarded to the Secretary of the Fire Board of Appeals to be added to the next meeting agenda. At the Fire Board of Appeals, the files will be read and approved formally. The files will be returned to

RBD. A letter will be sent out to the applicant notifying them of the approval status. You must go to RBD Contractor Licensing to pick up your license!

To help internally track files, we have added a record-keeping step to our system. The date the file is received on the desk of the responsible FPE, the date the file is reviewed and forwarded to the Secretary is now recorded. We know who applied for what and when. We also enter which month they will go before the Fire Board of Appeals.

## **B. FIRE BOARD OF APPEALS.**

The Fire Board of Appeals meets once a month on the third Friday. All license applications must be received and recommend approval by the DFM one week in advance to make it on the agenda! Agendas are posted by 8 am the second Friday of the month. Once the agenda is posted, there are no additions to the agenda. Submission to RBD in this time frame does not guarantee you will be on the agenda. Your attendance is not required for approval.

## **V. QUESTIONS.**

### ***How much does the fire alarm or sprinkler license(s) cost?***

The application packet indicates the fees for each type of license.

### ***Where do I pay my fees?***

PPRBD's Contractor Licensing office.

### ***Where can I pick up my license?***

PPRBD's Contractor Licensing office.

### ***I've filled out the application, but there is another page for "Fire Alarm Installer." What is this for?***

All related applications are kept together, so everything you need for fire alarm systems is kept together, including the installers.

Every company or individual working on fire alarm systems must have licensed Fire Alarm Installers to oversee the work. These are individuals that have received a minimum NICET Level II certification in Fire Alarm Systems. They must register this certification with RBD Contractor Licensing and receive an RBD Wallet Card. This is very important as neither CSFD nor RBD inspectors will accept the NICET card!

Anytime work is being done to the system, the certified Fire Alarm Installer must be on the job site. This includes work involved in the Rough-In stage of the Fire Alarm System to include, conduit, boxes and wiring.

### ***I've filled out the application, but there is another page for "Fire Sprinkler/Suppression Installer." What is this for?***

All related applications are kept together, so everything you need for fire suppression systems is kept together, including the installers.

Every company or individual working on fire sprinkler systems must have licensed Fire Sprinkler Installers to oversee the work. Every company or individual working on fire sprinkler systems must have licensed Fire Sprinkler Installers to oversee the work. These are individuals that have a minimum 2 years experience in these systems and receive passing score of 75% or better on the Installers Exam proctored by PPRBD.

Anytime work is being done to the system, the certified Fire Sprinkler Installer must be on the job site

***I received a letter in the mail from the Fire Department asking for more information, where do I send this information to?***

PPRBD's Contractor Licensing office – you may fax it in to 719-327-2951 attention Brett Phillips. Or you can mail your information to RBD Contractor Licensing, Attention Brett Phillips, 2880 International Circle, Colorado Springs, CO 80910.

***I received my license last month and my alarm plans were rejected due to expired license. My paperwork shows I'm good for a year. Why were my plans rejected?***

All obligations (insurance, certifications) must remain current during the license year. If any of these expire during the license year, the license itself will become "invalid" until current certificates are submitted to RBD.

***I really need to speak to a person, who should I call?***

If your questions deal with fees, picking up your license, or where to send your documentation, please contact RBD Contractor Licensing at 719-327-2887

If you questions deal with specific on any additional documentation required, the Fire Board of Appeals agenda, you may contact OFM Construction Services at 719-385-5982.

## **LINKS**

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Fire Alarm Contractor and Installer Applications.  
<http://www.pprbd.org/contfiles/ContLicensing.html>

CSFD Fire Board of Appeals  
<http://www.springsgov.com/page.asp?navid=5543>

## **ATTACHMENTS**

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Acceptance Criteria Check List – this is what CSFD uses to review files for recommendations to Fire Board.

## Acceptance Criteria for Alarm Contractors/Installers

### Fire Alarm Contractors – A

- RME w/ Current NICET Level III or IV certificate in Fire Alarm Systems or a Colorado Registered Professional Engineer with expertise to Fire AHJ satisfaction w/ minimum 3 years experience.
- Certificate of Liability (\$300,000 minimum) and Workers' Compensation insurance including a ten day cancellation clause listing the "Pikes Peak Regional Building Department, 2880 International Cr, Colorado Springs Colorado 80910" as the certificate holder.
- Documentation of minimum five years work experience.

### Fire Alarm Contractors – B

- Service employees w/ Current NICET Level II in Fire Alarm Systems or higher certificate or a Colorado Registered Professional Engineer with expertise to Fire AHJ satisfaction w/ minimum 3 years experience.
- Documentation that shows the Responsible Managing Employee (RME) qualifications for service and repair of existing fire alarm systems.
- Certificate of Liability (\$300,000 minimum) and Workers' Compensation insurance including a ten day cancellation clause listing the "Pikes Peak Regional Building Department, 2880 International Cr, Colorado Springs Colorado 80910" as the certificate holder.
- Documentation of minimum five years work experience.

### Fire Alarm On-Site Installer

- Current and valid NICET Level II or higher certificate.

## Acceptance Criteria for Suppression Contractors/Installers

### Fire Suppression Contractor – A

- RME w/ Current NICET Level III or IV certificate in sprinkler layout/design or a Colorado Registered Professional Engineer with expertise to Fire AHJ satisfaction w/ minimum 3 years experience.
- Certificate of Liability (\$300,000 minimum) and Workers' Compensation insurance including a ten day cancellation clause listing the "Pikes Peak Regional Building Department, 2880 International Cr, Colorado Springs Colorado 80910" as the certificate holder.
- Documentation of minimum five years work experience.

### Fire Suppression Contractor – B

- Letter of commitment that states minimum equipment requirements are met for portable/fixed systems.
- D.O.T registration as approved cylinder requalification facility OR contract with an outside cylinder requalification facility (a copy of this contracted facility's certification of liability insurance equal to that of the licensee's shall be provided).
- Documentation of at least three years work experience.
- Certification from at least one manufacturer of special hazard systems that the applicant markets.
- Certificate of Liability (\$300,000 minimum) and Workers' Compensation insurance including a ten day cancellation clause listing the "Pikes Peak Regional Building Department, 2880 International Cr, Colorado Springs, Colorado 80910" as the certificate holder.

### Fire Suppression Contractor/Dealer – C

- Letter of commitment that states minimum equipment requirements are met for portable fire extinguishers.
- D.O.T registration as approved cylinder requalification facility OR contract with an outside cylinder requalification facility (a copy of this contracted facility's certification of liability insurance equal to that of the licensee's shall be provided).
- Documentation of at least two years work experience servicing portable fire extinguishers.
- Certificate of Liability (\$300,000 minimum) and Workers' Compensation insurance including a ten day cancellation clause listing the "Pikes Peak Regional Building Department, 2880 International Cr, Colorado Springs, Colorado 80910" as the certificate holder.

### Commercial, Industrial, or Institutional Non-Contractor/Dealer – D

- Letter of commitment that states minimum equipment requirements are met for portable fire extinguishers.
- Proper documentation the proper insurance for these activities.
- D.O.T registration as approved cylinder requalification facility OR contract with an outside cylinder requalification facility (a copy of this contracted facility's certification of liability insurance equal to that of the licensee's shall be provided).
- Documentation that shows the Responsible Managing Employee (RME) qualifications for servicing portable fire extinguishers.

### Fire Suppression Contractor – M

- RME w/ Current and Valid Colorado State Master Plumber's license w/ minimum 3 years experience.
- Certificate of Liability (\$300,000 minimum) and Workers' Compensation insurance including a ten day cancellation clause listing the "Pikes Peak Regional Building Department, 2880 International Cr, Colorado Springs Colorado 80910" as the certificate holder.

- Documentation of minimum five years work experience.

On-Site Installer

- Satisfactory completion of the Fire Installer Examination every three years.
- Minimum of two years work experience in fire sprinklers/standpipes.

On-Site Installer Limited

- Satisfactory completion of the Fire Installer Limited Examination every three years.
- Minimum of two years work experience in single-family multipurpose fire sprinkler systems.