

# PIKES PEAK REGIONAL BUILDING DEPARTMENT

## Colorado Springs Fire Alarm Contractor & Installer Licenses

The following licenses are required beginning Nov. 1, 2005, to obtain permits to perform work. *Review the type of work to be performed with the contractor descriptions listed below. If necessary, discuss your licensing needs with the Fire Authority. Pikes Peak Regional Building Department processes applications, testing and registration on behalf of the Colorado Springs Fire Department.*

### Fire Alarm A (Contractor)

Design, installation, alteration, service, repair and addition to fire alarm systems. The licensee is authorized to obtain rough-in electrical permits from Regional Building Department that will inspect wiring for compliance with 2005 National Electrical Code. (RBC208.7) Requirements include:

- Minimum Level III Certification by National Institute for Certification in Engineering Technologies (NICET) by Nov. 1, 2007;  
or  
Professional Engineer license issued by the state of Colorado by Nov. 1, 2007;
- Documentation of five years work experience in this area;
- If Company (or similar entity), provide proof of at least one permanent RME (responsible managing employee) who meets the qualifications;  
or  
If individual, meet the qualifications of an RME;
- Certificate of Insurance

### Fire Alarm B (Company or Organization)

Installation, alternation, service, repair and addition to fire alarm systems. The license is issued jointly in the name of the company and the RME (Responsible Managing Employee) who must be active in the day-to-day operations. (RBC208.8) Requirements include:

- Employees performing service and repair of existing fire alarm systems must have a minimum Level II Certification by National Institute for Certification in Engineering Technologies (NICET); certification must be obtained by Nov. 1, 2007;
- RME (Responsible Managing Employee) must provide letter or documentation of work experience in this area;
- Certificate of Insurance

### Fire Alarm On-Site Installer

Employed by a Fire Alarm Contractor A or B, and active in the day-to-day operations. (RBC208.9) Requirements include:

- Minimum Level II Certification by National Institute for Certification in Engineering Technologies (NICET); this certification must be obtained by Nov. 1, 2007;

## LICENSE APPLICATION

The Fire Board of Appeals reviews and grants license requests. The application form, attachment of requirements, and application fee must be submitted before the license request is placed on the meeting agenda. Deadline is two weeks before the meeting on the third Friday of each month. The application fee is payable by cash, Visa, Mastercard or check made out to Regional Building Department. This fee is nonrefundable.

FIRE ALARM CONTRACTORS A & B	FIRE ALARM ON-SITE INSTALLER
Application form	Application form
\$50 Fee	\$50 Fee
Experience	Copy of NICET Level II Certification
Copy of NICET Certifications	Criminal Background check performed by RBD
Insurance	
Affidavit	
Criminal Background check performed by RBD	

# Fire Alarm Contractor & Installer License Applications

## LICENSE ISSUANCE

Within 60 days of the Fire Board of Appeals' decision to grant a license, the examinee must come to Regional Building Department to obtain the license. (This license is granted by the fire authority and registered with Regional Building Department.) After 60 days, an unclaimed license is voided and the entire application file is discarded. Work cannot be solicited, contracted or performed until the license is issued to you.

## INSURANCE — FIRE ALARM CONTRACTOR A & B LICENSES

**Liability Insurance Certificate**  
**Workers' Compensation Certificate** or **"Letter to Exempt"** if examinee has no employees.  
**License fee payment**

### Liability Insurance

*Insurance Certificates must include:*

**"Insured"** The name of the insured matches exactly the name of the company on your application/license.

**"Certificate Holder"** must be stated as: **Pikes Peak Regional Building Department**  
2880 International Circle, Colorado Springs, CO 80910

**Policy Number** is to be on the certificate. A certificate that indicates the policy is pending or temporary will result in a 30-day binder. The policy number must be provided within 30 days to maintain an active license.

### 10-day Cancellation Notification Clause

**Coverage** Meets or exceeds minimum general liability coverage (stated below by license type ).  
Certificate must include coverage of premises, operations, products and completed operations.

### Liability Policy

Bodily injury	Property damage	Combined Single Limit
\$50,000/\$100,000	\$100,000	\$300,000

### Workers' Compensation

A current certificate of Workers' Compensation in compliance with the state of Colorado statutes is required.

A license examinee who has no other employees may exempt from Workers' Compensation, but the examinee must sign the "Letter to Exempt" form. Request this form from the Contractors Licensing Office at Regional Building Department. (License renewal requires the examinee to update this status by checking off the appropriate box on the renewal form.)

## LICENSE FEE

License fees are paid before license issuance and future renewals. Fees are not prorated for any portion of the year.

Fire Alarm Contractor A \$75      Fire Alarm Contractor B \$50      Fire Alarm Installer \$10

Licenses are valid for 12 months from the date of issuance, and expire on the last day of the month in which the license was issued. The date of issuance does not change regardless of a late renewal or other factors.

**No permits can be obtained or work continued under open permits after the date that the license expires.**

# Fire Alarm Contractor & Installer License Applications

## LICENSE RENEWAL

### **Standard Renewal**

Renewal forms are mailed annually to active license holders. Forms are also available at Regional Building Department and on the web site [www.pprbd.org](http://www.pprbd.org) Licenses are to be renewed within 45 days after the expiration date.

Provide the Renewal form, pay the license fee and attach copies of your current Liability Insurance Certificate and Workers' Compensation Certificate or check the "Letter to Exempt" box on the form if you qualify and have a letter on file.

Licenses revoked or suspended are not eligible for standard renewal. In addition, Fire Alarm Contractor A and B license registration renewals with Regional Building Department are contingent on satisfactory completion of A Status permits (please review the A Status Permit policy).

## LICENSEE & COMPANY INFORMATION CHANGES

### **Address and Phone Number**

The license holder is responsible for provided changes in address and phone numbers to Regional Building Department. Mail or call in changes to the Contractor Licensing Office at (719) 327-2887.

### **Company changes Name**

- New application, stating current/new officers, addresses, etc.
- Letter requesting the name change, stating the former company name, the new company name and effective date. The letter must be on the new company letterhead and signed by the Licensee.
- Insurance Certificates state the "insured" in the new company name.
- Processing fee of \$25
- A new contractor ID will be issued. Transfer all open permits under the existing contractor ID number to the new contractor ID number.

### **Company changes Licensee**

- Examinee applies for the appropriate license through the standard licensing application process. If the examinee has a valid and current license, no reapplication is required.
- Letter on the company letterhead, stating the change in Licensees, including the name of the current Licensee, and name of the new Licensee, and the effective date. Letter is from company representative.
- The company is granted a 30-day grace period during which time the company principal may complete permits under which work is in progress, and if the current Licensee vacates before the new Licensee is in place.
- Action requires approval by the Fire Board of Appeals.

### **Licensee changes Company**

- Letter stating removal as Licensee from the current company, and the effective date of this action.
- Insurance Certificates state the "insured" in the new company name.
- Application for a license under new company name requires approval by the Fire Board of Appeals.
- Payment of fee equal to the license fee.
- A new contractor ID will be issued approval by the Fire Board of Appeals.
- Licensee's former company is granted a 30-day grace period during which time the company principal may complete permits under which work is in progress, and if the current Licensee vacates before the new Licensee is in place.

## LICENSE APPLICATION FORMS

**FIRE ALARM CONTRACTOR A & B** — Fill out the Fire Alarm Contractor Application form on the following pages. Check the appropriate license requested. Make certain all information and certifications are current and accurate. Attach required documentations.

**FIRE ALARM ON-SITE INSTALLER** — Fill out the Fire Alarm On-Site Application form on the following pages. Make certain all information and certifications are current and accurate. Attach required documentation.

# PIKES PEAK REGIONAL BUILDING DEPARTMENT

## Fire Alarm Contractor License Application

Office Use Only  
Rec'd  
Attachmts

*It is requested that the Fire Board of Appeals of the Colorado Springs Fire Department consider this application for the stated license in compliance with the Pikes Peak Regional Building Code.*

**FIRE ALARM LICENSE REQUESTED** (check one)

**DATE** \_\_\_\_\_

- A       B

### COMPANY INFORMATION

Type of company (check one)     Individual     Partnership     Corporation

**NAME OF COMPANY** \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address \_\_\_\_\_ Phone (    ) \_\_\_\_\_

### COMPANY'S PRINCIPAL OFFICERS, PARTNERS OR OWNERS

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

### APPLICANT'S AFFILIATION WITH THE COMPANY (License Holder)

Full Name \_\_\_\_\_ SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

### LIST YOUR 3 MOST RECENT POSITIONS AS EMPLOYEE/SUPERVISOR

	<i>Dates</i>	<i>Company</i>	<i>Address</i>	<i>Position</i>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

### RME (Responsible Managing Employee)

Name \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

NICET Certificate # \_\_\_\_\_ NICET Level \_\_\_\_\_

Professional Engineer Licensed by state of Colorado # \_\_\_\_\_ Date \_\_\_\_\_

# Fire Alarm Contractor License Application

## LICENSES HELD BY THIS COMPANY *(Attach copies of licenses)*

Jurisdiction — License type and number

Jurisdiction — License type and number

Jurisdiction — License type and number	Jurisdiction — License type and number
_____	_____
_____	_____
_____	_____

List work project in which this company worked as the contractor:

Location (Specific)	Type (Residential or Commercial)	Estimated Project Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

How long has this firm operated as a contractor? \_\_\_\_\_ *(If less than a year, write "new")*

Type of work primarily? Residential \_\_\_\_\_ Commercial \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ If so, explain \_\_\_\_\_

Has this company ever defaulted on a contract? \_\_\_\_\_ If so, explain \_\_\_\_\_

Has a mechanic's lien judgement ever been filed against property on which the firm was the contractor? \_\_\_\_\_

If so, explain \_\_\_\_\_

Has this company been a defendant in a collection action court case? \_\_\_\_\_ If so, explain \_\_\_\_\_

Have you or the company ever declared bankruptcy? \_\_\_\_\_ if so, explain \_\_\_\_\_

## CERTIFICATION *(The following declaration is to be signed by the principal officer of the company)*

I, the undersigned, do hereby submit application for the stated contractor's license as the RME (Responsible Managing Employee) for the firm named herein. I do hereby expressly represent, and warrant, that I am acting in capacity of the RME of said firm; and I hereby agree to accept the responsibilities for said company's and my own actions in connection with the contractor's license that may be granted.

I hereby declare that the information set forth in this application is true to the best of my knowledge and belief.

Signature \_\_\_\_\_

Name (print) \_\_\_\_\_

The undersigned individual, partnership or corporation do hereby declare and warrant that the above named owner, principal or manager for a contractor's license has the express authority to bind this company, partnership or corporation by his application herein; and further, the company does hereby agree to abide by the ordinances and regulations promulgated by the city of Colorado Springs and the county of El Paso, and adopted by other municipal entities within El Paso County in regards to any work which may be done by this firm pursuant to the applied contractor's license.

Signature \_\_\_\_\_

Name and title (print - owner, principal or manager) \_\_\_\_\_

Name of company \_\_\_\_\_

# PIKES PEAK REGIONAL BUILDING DEPARTMENT

## Fire Alarm Installer License Application

Office Use Only  
Rec'd  
Attachmts

*It is requested that the Fire Board of Appeals of the Colorado Springs Fire Department consider this application for the stated license in compliance with the Pikes Peak Regional Building Code.*

### APPLICANT INFORMATION

Full Name \_\_\_\_\_ SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

E-Mail address \_\_\_\_\_

### Work History

Employer \_\_\_\_\_ Dates \_\_\_\_\_

Job duties: \_\_\_\_\_

Employer \_\_\_\_\_ Dates \_\_\_\_\_

Job duties: \_\_\_\_\_

### Supervisors for whom you worked as references for this license:

Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

### Certifications and Licenses:

NICET Certificate # \_\_\_\_\_ NICET Level \_\_\_\_\_

Other \_\_\_\_\_ License # \_\_\_\_\_ City/State \_\_\_\_\_

Have you even had a license revoked or suspended?  If yes, explain \_\_\_\_\_

Have you ever been convicted of a felony?  If yes, explain \_\_\_\_\_

Have you ever falsely used the license of another?  If yes, explain \_\_\_\_\_

### CERTIFICATION

Pikes Peak Regional Building Department requires all persons seeking a license to undergo a CRIMINAL BACKGROUND CHECK. By filing this application with Pikes Peak Regional Building Department you understand and agree that Pikes Peak Regional Building Department will undertake a CRIMINAL BACKGROUND CHECK. Some of the information I am providing in this application will be used to check my CRIMINAL BACKGROUND. I understand that Pikes Peak Regional Building Department may deny me a license after reviewing my CRIMINAL BACKGROUND. I hereby authorize Pikes Peak Regional Building Department to perform a CRIMINAL BACKGROUND check.

I further agree and understand that if any information provided by me on this application is untrue, that any license granted to me by Pikes Peak Regional Building Department is automatically revoked. I may appeal the revocation to the Board of Review ("Board") by filing a notice of appeal with the Board within thirty (30) days of the date of the notice sent to me by Pikes Peak Regional Building Department. If the appeal is not received by Pikes Peak Regional Building Department within the thirty (30) days, my right to appeal is forever waived.

Signature \_\_\_\_\_ Date \_\_\_\_\_