

PIKES PEAK REGIONAL BUILDING DEPARTMENT

Colorado Springs Fire Suppression Contractor Licenses

Review the type of work to be performed with the contractor descriptions listed below (for exact license provisions and requirements, refer to the listed sections of the 2005 Pikes Peak Regional Building Code . If necessary, schedule an interview to 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 Suppression A (Contractor)

Design, installation, alteration, service, repair and inspection of automatic fire sprinkler and standpipe systems of all types, and retrofit existing systems with backflow prevention devices. (RBC207.4)

Fire Suppression B (Contractor or Dealer)

Installation, alteration, service, repair and inspection of portable fire extinguisher appliances and special hazard fire suppression systems, including necessary control, alarm and detection components, and perform hydrostatic tests of portable fire extinguisher appliances. (RBC207.5)

Fire Suppression C (Portable Fire Extinguisher - contractor/dealer)

Inspection, service, recharge, repair, installation and perform hydrostatic tests of portable fire extinguisher appliances, and receive certification for portable fire extinguisher appliance repair and service facilities. (RBC207.6)

Fire Suppression D (Portable Fire Extinguishers- privately owned commercial, industrial, institutional)

Install, inspection and service portable fire extinguishers owned or maintenance by the applicant. (RBC207.7)

Fire Suppression H (Fire Hydrant - privately owned)

Service, repair, test and inspect privately owned fire hydrants. (RBC207.8)

Fire Suppression M (Residential Fire Sprinkler Systems - contractor)

Install new or additional, alter, service, repair and inspect multipurpose residential sprinkler system designs for one- and two-family dwellings and manufactured homes. (RBC207.9)

Fire Hydrant Technician

Employed by a Fire Suppression H Contractor to perform tests, maintenance and inspections of privately owned fire hydrants. (RBC207.12) See page 5 for application guidelines.

Fire Suppression On-Site Installer

Employed by a Fire Suppression Contractor A to install fire sprinkler or standpipe systems. (RBC207.10)
See page 5 for application guidelines

Fire Suppression Installer Limited

A state of Colorado licensed plumber employed by a Fire Suppression M Contractor to install residential fire sprinkler systems. (RBC207.11) See page 5 for application guidelines.

LICENSE APPLICATION

The items listed below are required for consideration of your license application. Review the detailed requirements listed on the next page.

A, B, C, D, H, M CONTRACTORS & FIRE HYDRANT TECHNICIAN

Application form

\$50 Fee

Experience, Certifications

Letters

Affidavit

Criminal Background check performed by RBD

FIRE SUPPRESSION ON-SITE INSTALLER & INSTALLER LIMITED

Application form

\$50 Fee

Exam

Criminal Background check performed by RBD

Fire Suppression License Application

REQUIREMENTS FOR FIRE SUPPRESSION CONTRACTOR A, B, C, H & M LICENSE APPLICATIONS

The **Fire Board of Appeals** reviews and grants license requests. The application, attachment of requirements, and \$50 application fee must be submitted before the license request is placed on the meeting agenda. The deadline is two weeks before the meeting on the third Friday of each month. The nonrefundable application fee is payable by cash, Visa, Mastercard or check made out to Regional Building Department.

Fire Suppression A

Minimum Level III Certification by National Institute for Certification in Engineering Technologies (NICET);

or

Professional Engineer license issued by the State of Colorado and the Fire Protection Engineer Principal & Practice Exam of the National Council of Examiners for Engineering & Surveying;

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 Suppression C

Registration as a cylinder re-qualification facility with U.S. Department of Transportation

or

Contract with an outside cylinder re-qualification facility registered with U.S. Department of Transportation ;

Documentation of two years work experience servicing portable fire extinguishers;

Letter verifying that minimum equipment requirements for portable/fire extinguishers are satisfied;

Certificate of Insurance (applies to all facilities)

Fire Suppression H

Level I Water Distribution Technician Certification;

Documentation of minimum requirements for specific work to be performed on fire hydrants are satisfied.

Certificate of Insurance.

Fire Suppression B

Certification from at least one manufacturer of special hazards systems for which the applicant is qualified to install and service;

Registration as a cylinder re-qualification facility with U.S. Department of Transportation;

or

Contract with an outside cylinder re-qualification facility registered with U.S. Department of Transportation;

Documentation of three years work experience in this area;

Letter verifying that minimum equipment requirements for portable/fixed systems are satisfied;

Certificate of Insurance (applies to all facilities)

Fire Suppression D

Letter stating minimum equipment requirements for portable fire extinguishers are satisfied;

Documentation that RME (responsible managing employee) qualified for servicing portable extinguishers;

Certificate of Insurance

Fire Suppression M

Documentation of five years work experience;

Master Plumber License from the state of Colorado;

Certificate of Insurance.

Fire Suppression On-Site Installer

Refer to page five in this application packet.

Fire Suppression Installer Limited

Refer to page five in this application packet.

Fire Hydrant Technician

Refer to page five in this application packet.

Fire Suppression License Application

LICENSE ISSUANCE

Within 60 days of the Fire Board of Appeals decision to grant a license, the examinee must come to Pikes Peak Regional Building Department to obtain the license. (The license is 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 for or performed until the license is issued to you.

INSURANCE REQUIREMENTS FOR FIRE SUPPRESSION CONTRACTOR A, B, C, D, H, M

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 Suppression Contractor A	\$125	Fire Suppression Contractor D	\$ 50
Fire Suppression Contractor B	\$100	Fire Suppression Contractor H	\$ 75
Fire Suppression Contractor C	\$ 75	Fire Suppression Contractor M	\$ 50

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 Suppression License Application

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 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.

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 is to 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, the 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 FORM

Fill out the Contractor Application form attached to this packet. Check the appropriate license requested. Make certain all information is current and accurate. Attach required documentations and certifications.

Fire Suppression License Application

FIRE HYDRANT TECHNICIAN, FIRE SUPPRESSION ON-SITE INSTALLER & INSTALLER LIMITED

The **Fire Board of Appeals** reviews and grants license requests. The application, attachment of requirements, and \$50 fee must be submitted before the license request is placed on the meeting agenda. The deadline is two weeks before the meeting on the third Friday of each month. The nonrefundable fee is payable by cash, Visa, Mastercard or check made out to Regional Building Department.

FIRE SUPPRESSION ON-SITE INSTALLER

Exam *(see below)*

Documentation of two years work experience in automatic fire sprinkler and standpipe systems;

Any additional certifications, such as NICET, etc.

Letter from employer (Fire Suppression A Contractor) verifying employment.

\$50 Fee

FIRE SUPPRESSION LIMITED

Exam *(see below)*

Letter from employer (Fire Suppression M Contractor) verifying employment.

Plumber License from the state of Colorado

\$50 Fee

FIRE HYDRANT TECHNICIAN

Level I Water Distribution Technician Certification.

\$50 Application fee (No exam)

Exam

Arrive promptly at 7:45 a.m. Bring #2 pencils, a pocket calculator (optional), and the code books applicable to the exam.

Duration of exams & codes tested by contractor license

Fire Suppression On-Site Installer (3 hours)	Fire Suppression Installer Limited (1.5 hours)
NFPA Standards 13, edition 2002	NFPA 13D Standards, edition 2007
NFPA 13D Standards, edition 2002	
NFPA 13R Standards, edition 2002	
NFPA 14 Standards, edition 2003	
NFPA 20 Standards, edition 2003	
NFPA 25 Standards, edition 2002	

Retesting

If your score is below the 75 percent, call the Contractor Licensing office at (719)327-2887 within 30 days to keep your application on file for retesting. To retest, pay an additional \$35 fee and select a testing date that is 30 days after the first exam. If the second score is also below 75 percent, a 6-month waiting period is required before retesting.

LICENSE ISSUANCE

Within 60 days of the Fire Board of Appeals decision to grant a license, the examinee must come to Pikes Peak Regional Building Department to obtain the license. (The license is 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.

LICENSE FEE

License fees are paid before license issuance and future renewals. Fees are not prorated for any portion of the year. A license may be purchased for 12 months or 36 months, the latter receives a 10 percent discount of the total license fee.

Fire Suppression Installer On-Site	\$ 10
Fire Suppression Installer Limited	\$ 10

Fire hydrant technician	\$ 10
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Fire Suppression License Application

FIRE HYDRANT TECHNICIAN, FIRE SUPPRESSION ON-SITE INSTALLER & INSTALLER LIMITED

LICENSE RENEWAL

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.

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 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. **(Note: Fire Suppression On-Site Installer, Fire Suppression Installer Limited, and Fire Hydrant Technician license renewals do not require proof of insurance certificates.)**

Licenses revoked or suspended are not eligible for standard renewal.

LICENSE APPLICATION FORM

Fill out the Contractor Application form for Fire Suppression On-Site Installer, Fire Suppression Installer Limited, and Fire Hydrant Technician (last page of packet). Check the appropriate license requested. Make certain all information is current and accurate, and any required documentation is attached.

PIKES PEAK REGIONAL BUILDING DEPARTMENT

Fire Suppression 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 SUPPRESSION LICENSE REQUESTED (circle one)

DATE _____

A

B

C

D

H

M

COMPANY INFORMATION

Type of company (circle 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 _____

Engineering License # _____ Issued by the state of Colorado (date) _____

Fire Suppression Contractor A, B, C, D, H, M License Application

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

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 company is less than a year old, write "new")*

Type of work primarily? Residential _____ Commercial _____

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

Have you or this company ever defaulted on a contract? _____ If so, explain _____

Has a mechanic's lien judgement ever been filed against property on which you or 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 this 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 does 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

License Application for Fire Hydrant Technician, Fire Suppression On-Site Installer & Installer Limited

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 SUPPRESSION LICENSE REQUESTED (circle one)

Fire Hydrant Technician

Fire Suppression On-Site Installer

DATE

Fire Suppression Installer Limited

EXAM DATE

(Only Fire Suppression On-Site & Limited applicants. Exams are given each Tuesday morning.)

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 () _____

Licenses you hold:

Type _____ License # _____ City/State _____

Type _____ 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.

Print name _____ Signature _____

PIKES PEAK REGIONAL BUILDING DEPARTMENT

PUBLIC NOTICE

Pursuant to Colorado Law, in order to receive a Contractor's License and/or Registration, anyone doing business as a sole proprietor or in their own name will be required to provide to Pikes Peak Regional Building Department:

1. A valid Colorado driver's license or a Colorado Identification card, issued pursuant to Article 2 of Title 42, 9 C.R.S.; **OR**
2. Other acceptable information;

AND

EXECUTE AN AFFIDAVIT STATING:

1. That he or she is a United States citizen or legal permanent resident; **OR**
2. That he or she is otherwise lawfully present in the United States pursuant to Federal Law

Failure to provide the above information to Pikes Peak Regional Building Department WILL result in the denial of a license and/or registration and denial of the renewal of a license and/or registration.

AFFIDAVIT

Verifying that a natural person eighteen years of age or older is LAWFULLY present in the United States of America

Affidavit of _____
[print full name]

I, _____, do hereby swear or affirm that I am eighteen years of age or older and that I am a Citizen of the United States of American, a legal permanent resident or otherwise lawfully present in the United States of America pursuant to Federal Law.

DATED: _____

[signature]

State of _____)
County of _____)

The foregoing instrument was acknowledged before by _____ on
_____. [name] [date]

Witness my hand and official seal

My commission expires: _____

Notary Public