

# Fire Suppression & Alarm Contractor Licensing Application Guide



## Colorado Springs Fire Department Division of the Fire Marshal & Pikes Peak Regional Building Department Contractor Licensing Revised August 2018



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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 contractor licensing 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 things 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: <https://www.pprbd.org/Download/License#LicenseJump> . Depending on the type of work your company does, you will need 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 shall authorize the contractor to design, program, install, add to, alter, service, repair, maintain, test and inspect fire alarm systems, dedicated function systems as well as the necessary control, alarm and detection components of releasing systems and

communications methods. The license shall also authorize the contractor obtain permits from the Fire Authority and to obtain a rough-in permit from the Building Department.

**B. FIRE ALARM CONTRACTOR B.**

This license shall authorize the company, corporation or similar entity to install, service, repair, test and inspect fire alarm systems, dedicated function systems as well as the necessary control, alarm and detection components of releasing systems and communications methods as well as add to or alter non-proprietary fire alarm systems. The license shall also authorize the contractor to obtain permits from the Fire Authority and to obtain a rough-in permit from the Building Department. Note the difference – this license does NOT permit the holder to design, program or alter proprietary 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, install, add to, alter, service, repair, maintain, test and inspect water-based fire suppression and standpipe systems of all types, including their necessary control, alarm and detection components, as well as retrofit existing systems with backflow prevention devices. The license shall also authorize the contractor to obtain permits from the Fire Authority for said services. This license does not authorize the contractor to make connection to, or alter a building fire alarm system.

**D. FIRE SUPPRESSION CONTRACTOR B.**

This license shall authorize the contractor/dealer to install, add to, alter, service, repair, maintain, test and inspect portable fire extinguisher appliances and pre-engineered special hazard fire suppression systems including their necessary control, alarm and detection components. The license shall also authorize the contractor/dealer to obtain permits from the Fire Authority for said services.

**E. FIRE SUPPRESSION CONTRACTOR C.**

This license shall authorize the contractor to inspect, service, recharge, repair, maintain, install 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, maintain 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 H.**

This license shall authorize the contractor to perform services associated with the maintenance, testing, and inspection of private fire hydrants.

**H. FIRE SUPPRESSION CONTRACTOR M.**

This license shall authorize the contractor to design, add to, alter, service, repair, maintain and inspect multipurpose residential fire sprinkler system designs which are based on the

most current edition of NFPA 13D. This license does not authorize the contractor to work on any commercial fire sprinkler system or stand-alone residential fire sprinkler systems.

**I. 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 currently adopted PPRBC.

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 or have received a passing score from the approved third party testing agency. 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 or CSA card alone!

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.

**J. 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 currently adopted PPRBC.

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 two years experience in these systems and receive passing score on the Installers Exam proctored the approved third party testing agency.

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

**K. 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 currently adopted PPRBC.

Every company or individual working on multipurpose systems must have at least one licensed Fire Sprinkler Installer-Limited to oversee the work. These are individuals that have a minimum two years experience in these systems and receive passing score on the Installers Exam proctored the approved third party testing agency.

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

**L. FIRE HYDRANT TECHNICIAN.**

A fire hydrant technician is a skilled worker employed by a licensed FSC-H contractor who is qualified to insure competent testing, maintenance, and inspection of private fire hydrants as described in currently adopted PPRBC.

Every company or individual working on fire hydrant must have licensed Fire Hydrant Technician to oversee the work. These are individuals that have a minimum two years experience in these systems and receive passing score on the Installers Exam proctored the approved third party testing agency.

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

#### **M. SERVICE TECHNICIAN.**

A service technician is a skilled worker employed by a licensed FSC-B, C OR D contractor who is qualified to insure competent service, repair, testing, maintenance, and inspection of portable fire extinguisher appliances and/or special hazard systems including commercial kitchen suppression systems as described in currently adopted PPRBC. The provisions of this certification become effective one year after the adoption of the 2009 codes.

Every company or individual working on special hazard systems, kitchen hood system and portable fire extinguishers must have licensed Service Technician to oversee the work. These are individuals that have a minimum two years experience in these systems **or** documentation of factory training and receive passing score on the Installers Exam proctored the approved third party testing agency.

Anytime work is being done to the system, the certified Service Technician must be on the job site.

### **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 **exclusive** 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 the 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. A 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 five 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. A resume format is the best way to provide us the necessary information on your work history and experience.

#### **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. If the signatures don't match with the names listed on the first page, we will not accept your application.

#### **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. Refer to the currently adopted PPRBC for additional information.
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 their fees. Once they receive your application, they will forward the file to the Division of the Fire Marshal for review.

#### **A. REVIEWING AUTHORITIES.**

##### **1. DFM.**

Upon receipt of your file from RBD, a CSFD staff member 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 this 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 CSFD staff member, 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.

**2. FIRE BOARD OF APPEALS.**

Applications must be approved by the Fire Board of Appeals during their regularly scheduled meeting. All license applications must be received and recommend approval by the DFM at least one week in advance to make it on the agenda! 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. You may call the Division of the Fire Marshal for information on the schedule for the Fire Board of Appeals.

**V. THIRD PARTY TESTING.**

Pikes Peak Regional Building Department, along with the input of Colorado Springs Fire Department, has partnered with a third party testing and certification company, Compliance Services and Assessments, LC., offering professionally proctored assessments at over 230 locations nationwide. The tests required for the specific license is noted below. Please refer to the links and attachment sections of this packet for instructions on scheduling assessments. Also, please visit CSA’s website at <http://www.csaexams.com/> for additional information.

<i>License</i>	<i>Exam</i>
Fire Alarm Installer	FA2 or NICET Level II
Fire Sprinkler Installer	ASCR2
Fire Sprinkler Installer Limited	ASD2
Service Technician – Hoods/Special Hazard/Portable Fire Extinguishers	FEX and CKH2 OR KHFE2
Service Technician – Portable Fire Extinguishers (C and D Contractors)	FEX
Fire Hydrant Technician	CTFH2

**VI. QUESTIONS.**

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

The application packet indicates the fees for each type of license as charged by Pikes Peak Regional Building Department. Testing center fees are available at <http://www.csaexams.com/>.

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

PPRBD’s Contractor Licensing office. All fees for CSA tests are paid online at their secure website.



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

PPRBD's Contractor Licensing office. CSA will mail an identification card separately, which must be registered with PPRBD.

***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 have 2 options:, email to [licensing@pprbd.org](mailto:licensing@pprbd.org), you can mail your information to RBD Contractor Licensing, 2880 International Circle, Colorado Springs, CO 80910.

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

All obligations (insurance, certifications, etc.) 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.

***What if I need to change or add my RME?***

There is a separate form on PPRBD's website to change your RME, or to add an additional RME.

***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 DFM Construction Services at 719-385-5982.

Any questions dealing with the scheduling of assessments/tests should be directed to CSA, LC at 501-712-1272 or by email at [info@csaexams.com](mailto:info@csaexams.com) .

## **LINKS**

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Fire Protection Contractor and Installer Applications.

<https://www.pprbd.org/Download/License#LicenseJump>

CSFD Fire Board of Appeals

<https://coloradosprings.gov/fire-department/page/fire-board-appeals-and-requests-variances?mlid=9791>

Compliances Services and Assessments, LC

<http://www.csaexams.com/>

## **ATTACHMENTS**

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

Instructions on Scheduling Assessments.

## Acceptance Criteria for Fire Protection 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 and Workers' Compensation insurance.
- Documentation of minimum 5 years work experience.
- Letter from Principal, Manager, or Owner that the RME is an exclusive full time employee of this company.

### Fire Suppression Contractor – B

- Letter of commitment stating 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 showing the RME qualifications and at least 3 years work experience applicable to portable fire extinguisher appliances and pre-engineered special hazard systems.
- Certification from at least one manufacturer of special hazard systems that the applicant markets.
- Certificate of Liability and Workers' Compensation insurance.
- Letter from Principal, Manager, or Owner that the RME is an exclusive full time employee of this company.

### Fire Suppression Contractor/Dealer – C

- Letter of commitment stating 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 showing the RME qualifications and at least 2 years work experience applicable to portable fire extinguisher appliances.
- Certificate of Liability and Workers' Compensation insurance.
- Letter from Principal, Manager, or Owner that the RME is an exclusive full time employee of this company.

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

- Letter of commitment stating minimum equipment requirements are met for portable fire extinguishers.
- Documentation showing the Responsible Managing Employee (RME) qualifications and at least 2 years work experience in servicing portable fire extinguishers.
- Letter from Principal, Manager, or Owner that the RME is an exclusive full time employee of this company.

### Fire Suppression Contractor – M

- RME w/ Current and Valid Colorado State Master Plumber's license w/ minimum 3 years experience.
- Certificate of Liability and Workers' Compensation insurance
- Documentation of minimum 5 years work experience
- Letter from Principal, Manager, or Owner that the RME is an exclusive full time employee of this company.

### Fire Suppression Contractor – H

- Letter of commitment stating minimum equipment equipments are met for servicing and maintaining fire hydrants.
- Certificate of Liability and Workers' Compensation insurance.
- Documentation showing the Responsible Managing Employee (RME) qualifications for servicing fire hydrants.
- Letter from Principal, Manager, or Owner that the RME is an exclusive full time employee of this company.

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 and Workers' Compensation insurance.
- Documentation of minimum 5 years work experience.
- Letter from Principal, Manager, or Owner that the RME is an exclusive full time employee of this company.

Fire Alarm Contractors – B

- RME w/ Current NICET Level II or higher in Fire Alarm Systems or a Colorado Registered Professional Engineer with expertise to Fire AHJ satisfaction w/ minimum 3 years experience.
- Certificate of Liability and Workers' Compensation insurance.
- Documentation of minimum 5 years work experience.
- Letter from Principal, Manager, or Owner that the RME is an exclusive full time employee of this company.

Suppression Installer

- Satisfactory completion of the ASCR2 exam every 3 years.
- Minimum of 2 years work experience in fire sprinklers/standpipes.

Suppression Installer Limited

- Satisfactory completion of the ASD2 exam every 3 years.
- Minimum of 2 years work experience in single-family multipurpose fire sprinkler systems.

Service Technician - B

- Satisfactory completion of the FEX and CKH2 exam every 3 years.
- Minimum 2 years experience OR factory training (include copy of certificate).

Service Technician - C

- Satisfactory completion of the FEX exam every 3 years.
- Minimum 2 years experience OR factory training (include copy of certificate).

Service Technician - D

- Satisfactory completion of the FEX exam every 3 years.
- Minimum 2 years experience OR factory training (include copy of certificate).

Fire Hydrant Technician

- Satisfactory completion of the CTFH2 exam every 3 years.
- Minimum 2 years work experience.

Fire Alarm On-Site Installer

- Current and valid NICET Level II or higher certificate OR satisfactory completion of FA2 exam every 3 years.
- Documentation of minimum 2 years experience.

## Instructions on Scheduling Assessments

1. Log onto <http://www.csaexams.com/>
2. Click on Schedule Assessments on the left hand side of the page and following the instructions provided.

Tests required for the following certifications:

<i>Pikes Peak License</i>	<i>CSA Assessment</i>	<i>Description</i>
Fire Alarm Installer	FA2	Fire Alarm
Fire Sprinkler Installer	ASCR2	Automatic Fire Sprinkler Commercial/Residential
Fire Sprinkler Installer – Limited	ASD2	Automatic Sprinkler Domestic
Fire Hydrant Technician	CTFH2	Confidence Testing Fire Hydrants
Service Technician (FSC-B Contractors)	FEX and CKH2 Or KHFE2	Fire Extinguishers Commercial Kitchen Hoods
Service Technician (FSC-C Contractors)	FEX	Fire Extinguishers
Service Technician (FSC-D Contractors)	FEX	Fire Extinguishers