

## Fire Alarm Contractor License Application

Review the type of work to be performed with the contractor descriptions listed below. If necessary, discuss your licensing needs with the Fire Authority at 719-385-5982 option 2. Pikes Peak Regional Building Department processes applications and registration on behalf of the Colorado Springs Fire Department.

### Fire Alarm A (Contractor)

Design, installation, alteration, service, repair, program, test, inspect, maintain and additions to fire alarm systems. The licensee is authorized to obtain rough-in electrical permits from PPRBD that will inspect wiring for compliance with the currently adopted National Electrical Code. The licensee is authorized to obtain fire alarm permits from the Fire Authority.

### Fire Alarm B (Company or Organization)

Installation and alter non-proprietary fire alarm systems, service, repair, test, and inspect fire alarm systems. The licensee is authorized to obtain rough-in electrical permits from PPRBD that will inspect wiring for compliance with the currently adopted National Electrical Code. The licensee is authorized to obtain fire alarm permits from the Fire Authority.

### The items listed below are required for consideration of your license application:

- Application form -Pages 3-6 must be filled out completely or it will not be accepted.
- Enclose the \$50 non- refundable application/ processing fee with your completed application.  
*The fee is payable by cash, Visa, MasterCard, Discover or check.*
- Copy of Driver's license or Photo ID card issued by a state or federal government
- Must attach all license's held by the company and licensee
- Resume (*Documentation of five years' work experience in this area*)
- Letter from Principal, Manager, or Owner that the RME is an exclusive full time employee of this company.
- Liability Insurance Certificate
- Workers' Compensation Certificate or "Rejection of Coverage from the State of Colorado ([www.colorado.gov](http://www.colorado.gov))
- Certificate of Good Standing from the State of Colorado ([www.colorado.gov](http://www.colorado.gov))
- Certification (*Certification Requirements Below*)
- Criminal Background Check performed by PPRBD

### Certification Requirements

License Type	Certification
<b>Fire Alarm Contractor A (FAC-A)</b>	Minimum Level III or IV by National Institute for Certification in Engineering Technologies (NICET) or Professional Engineer (PE)
<b>Fire Alarm Contractor B (FAC-B)</b>	Minimum Level II or higher Certification by National Institute for Certification in Engineering Technologies (NICET); or Professional Engineer license issued by the State of Colorado

### Fire Board of Appeals

The Fire Board of Appeals reviews and grants license requests. The application form, attachment of requirements, and application fee must be complete and reviewed by the Fire Authority before the license request is placed on the Fire Board of Appeals' agenda. The deadline to have the complete application and all required documents turned in is two weeks prior to the Fire Board meeting, which occurs on the second Friday of each month.

**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. (This license is granted by the Fire Authority and registered with Pikes Peak 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 Requirements**

A Certificate of General Liability and Workers’ Compensation or Workers’ Compensation Rejection of Coverage is required in accordance with the RBC 2011 Code Section RBC201.7.1. (*See Insurance Requirements Handout*).

**License Fees**

The annual license fees are paid before license issuance. Fees are not prorated for any portion of the year.

<b>Fire Alarm Contractor A (FAC-A)</b>	\$75	<b>Fire Alarm Contractor B</b>	\$50
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**License Expiration & 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.

# PIKES PEAK REGIONAL BUILDING DEPARTMENT

## Fire Alarm Contractor License Application

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

**RBD USE ONLY**

Date

Initial

Receipt #

RBD #

**FIRE ALARM CONTRACTOR LICENSE REQUESTED** (Check one)

FAC-A

FAC-B

### Business Information

Type of Entity (Check one)  Individual  Partnership  Corporation  LLC

Business Name: \_\_\_\_\_  
(The business name is the name that will appear on the license and is the actual name under which the contracting business will operate.)

Federal Employer Identification Number: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City

State

ZIP Code

Business Phone: \_\_\_\_\_ Business Email: \_\_\_\_\_

Business Fax: \_\_\_\_\_ Business Website: \_\_\_\_\_

Company's Principal Officers, Partners, or Owners

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

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

1. Number of years company has operated as a contractor? (If new, write "new") \_\_\_\_\_

2. Type of work performed? (Check one or both, if applicable)  Residential  Commercial

3. Has the company ever been named in or responsible for any entered and unsatisfied judgments, liens, and/or claims against them in which the company was the contractor?  Yes  No If yes, Explain \_\_\_\_\_

4. Has the company been a defendant in a collection action court case?  Yes  No If yes, Explain \_\_\_\_\_

5. Has the company ever declared bankruptcy?  Yes  No If yes, Explain \_\_\_\_\_

6. Has the company ever had a license suspended or revoked?  Yes  No If yes, Explain \_\_\_\_\_

7. Has the company ever defaulted on a contract?  Yes  No If yes, Explain \_\_\_\_\_

### Licenses held by the Company

Jurisdiction - License type and number

Jurisdiction- License type and number

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**Project History (List projects in which this company worked as the contractor.)**

1. Project Street Address: \_\_\_\_\_

Type of work (check one)  Residential  Commercial

Cost: \_\_\_\_\_ Date: \_\_\_\_\_ Your position: \_\_\_\_\_

Describe Job in detail: \_\_\_\_\_

2. Project Street Address: \_\_\_\_\_

Type of work (check one)  Residential  Commercial

Cost: \_\_\_\_\_ Date: \_\_\_\_\_ Your position: \_\_\_\_\_

Describe Job in detail: \_\_\_\_\_

3. Project Street Address: \_\_\_\_\_

Type of work (check one)  Residential  Commercial

Cost: \_\_\_\_\_ Date: \_\_\_\_\_ Your position: \_\_\_\_\_

Describe Job in detail: \_\_\_\_\_

4. Project Street Address: \_\_\_\_\_

Type of work (check one)  Residential  Commercial

Cost: \_\_\_\_\_ Date: \_\_\_\_\_ Your position: \_\_\_\_\_

Describe Job in detail: \_\_\_\_\_

5. Project Street Address: \_\_\_\_\_

Type of work (check one)  Residential  Commercial

Cost: \_\_\_\_\_ Date: \_\_\_\_\_ Your position: \_\_\_\_\_

Describe Job in detail: \_\_\_\_\_

**CERTIFICATION** (The following declaration is to be signed by the **principal officer of the company**) The undersigned, on behalf of the company, partnership or corporation, does hereby declare and warrant that the "examinee" for a contractor's license named herein has the express authority to bind the company, partnership, or corporation by this application; and further, the company does hereby agree to abide by the ordinances and regulations promulgated by the city of Colorado Springs, El Paso County, and those adopted by the municipal entities within El Paso County in regard to any work which may be performed by our company pursuant to the contractor license for which this application is made.

Print name and title (owner, principal or manager) \_\_\_\_\_

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

## Responsible Managing Employee (RME) Information

Legal Name: \_\_\_\_\_  
*Last*
*First*
*M.I.*

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address*
*Apartment/Unit #*

\_\_\_\_\_

*City*
*State*
*ZIP Code*

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

1. What is your area of expertise in the industry? \_\_\_\_\_
2. How long have you worked in the industry? \_\_\_\_\_
3. What is your affiliation with the company? (Owner, partner, employee, etc.) \_\_\_\_\_
4. Have you ever been convicted of a misdemeanor or felony?  Yes  No If yes, Explain \_\_\_\_\_
5. Have you had a license suspended or revoked?  Yes  No If yes, Explain \_\_\_\_\_
6. I, the undersigned, do hereby submit application for the stated contractor's license as the RME (Responsible Managing Employee) or Licensee for the firm named herein. I do hereby expressly represent, and warrant, that I am acting in capacity of the RME/Licensee 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.  Yes  No

### Certifications

NICET #	NICET Level	Expires
P.E. #	Issued	Expires
D.O.T. #	Issued	Expires

### Work History

Company	Position	To	From

**CERTIFICATION** (The following declaration is to be signed by the RME) Pikes Peak Regional Building Department requires all persons seeking a license to undergo a Criminal Background Check. I hereby authorize Pikes Peak Regional Building Department to perform a Criminal Background Check utilizing information provided on this application. I agree and understand Pikes Peak Regional Building Department may deny me a license after reviewing my Criminal Background Check. If any information provided on this application is untrue, license granted to me is automatically revoked.

Print name & title (RME): \_\_\_\_\_

Signature of (RME): \_\_\_\_\_ Date: \_\_\_\_\_

**Licensee Information**

Legal Name: \_\_\_\_\_  
*Last First M.I.*

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
 \_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

1. What is your area of expertise in the industry? \_\_\_\_\_
2. How long have you worked in the industry? \_\_\_\_\_
3. What is your affiliation with the company? (Owner, partner, employee, etc.) \_\_\_\_\_
4. Have you ever been convicted of a misdemeanor or felony?  Yes  No If yes, Explain \_\_\_\_\_
5. Have you had a license suspended or revoked?  Yes  No If yes, Explain \_\_\_\_\_
6. The examinee understands that direct supervision and control includes any one or a combination of the following activities: supervising, managing construction activities by making technical and administrative decisions, checking jobs for proper workmanship, or direct supervision on job sites. Will you, as the qualifying individual, perform one or more of these duties?  Yes  No

**Certifications**

NICET #	NICET Level	Expires
P.E. #	Issued	Expires
D.O.T. #	Issued	Expires

**Work History**

Company	Position	To	From

**CERTIFICATION** (The following declaration is to be signed by the Licensee) Pikes Peak Regional Building Department requires all persons seeking a license to undergo a Criminal Background Check. I hereby authorize Pikes Peak Regional Building Department to perform a Criminal Background Check utilizing information provided on this application. I agree and understand Pikes Peak Regional Building Department may deny me a license after reviewing my Criminal Background Check. If any information provided on this application is untrue, license granted to me is automatically revoked.

Print name & title (Licensee): \_\_\_\_\_

Signature of (Licensee): \_\_\_\_\_ Date: \_\_\_\_\_