

Pikes Peak **REGIONAL** Building Department

Fire Alarm Contractor License Application

Contractors must be licensed by Pikes Peak Regional Building Department (“PPRBD”) prior to consulting for, contracting for, or performing work that requires a permit. Review the type of work to be performed with the contractor descriptions listed below. (Pikes Peak Regional Building Department Code, as amended, Section RBC208)

If necessary, discuss your licensing needs with the Colorado Springs Fire Department, Construction Services at (719) 385-5982 + Option 2. PPRBD processes applications and registrations on behalf of the Colorado Springs Fire Department.

Fire Alarm A (Contractor)

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 to obtain permits from the Fire Authority and to obtain a rough-in permit from the Building Department. (RBC208.4)

Fire Alarm B (Company or Organization)

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. (RBC208.5)

Fire Alarm Contractor License Application

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

- Application form - Must be filled out completely or the application will not be accepted.
- A non-refundable \$50 application/processing fee is due at the time the application is submitted.
*The fee is payable by cash, Visa, Mastercard, Discover, or check.
- Copy of current Driver License or photo ID card issued by a state or federal government.
- Attach all licenses held by the company and the licensee.
- Resume (documentation of 5 (five) years' experience in all work areas relating to fire alarm systems).
- Letter from principal, manager, or owner that the responsible managing employee (RME) is an exclusive full-time employee of this company.
- Liability Insurance Certificate
*The contractor business name designated on your insurance certificate and in your license application must match the Colorado Secretary of State records EXACTLY. If you are contracting for work under tradename(s), the tradename(s) must also be included on your insurance certificate and in your contractor license/registration application.
- Workers' Compensation Certificate or Rejection of Coverage from the State of Colorado.
(www.colorado.gov)
- Certificate of Good Standing from the State of Colorado. (www.sos.state.co.us)
- Certification (see certification requirements below).
- See attached Privacy Act Statement.

*Please Note:

A name-based judicial record check will be performed by PPRBD. The name-based judicial record review process may affect when your application will be reviewed by the Fire Board of Appeals.

*Electronic License Applications can also be submitted online at www.pprbd.org/Licensing/Application.

Fire Alarm Contractor License Application

Certification Requirements

PPRBD License Type	Certification
Fire Alarm Contractor A (FAC-A)	Minimum Level III or IV by National Institute for Certification in Engineering Technologies (NICET) or be licensed by the State of Colorado as a Professional Engineer (PE)
Fire Alarm Contractor B (FAC-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 (2) weeks prior to the Fire Board of Appeals meeting, which occurs on the second Friday of each month.

License Issuance

Within sixty (60) days of the Fire Board of Appeals' decision to grant a license, the examinee must obtain the license. (This license is granted by the Fire Authority and registered with PPRBD) After sixty (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

A Certificate of General Liability and Workers' Compensation or Workers' Compensation Rejection of Coverage are required in accordance with the Pikes Peak Regional Building Code, Section RBC201.7.1. (See <https://www.pprbd.org/Licensing/InsuranceRequirements>)

License Fees

License fees are paid before license issuance. Fees are NOT prorated for a portion of the year. The annual license fee is payable by cash, VISA, Mastercard or check made out to Pikes Peak Regional Building Department.

Fire Alarm Contractor A (FAC-A)	\$75
Fire Alarm Contractor B (FAC-B)	\$50

License Expiration & Renewal

Licenses are valid for twelve (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. (RBC201.10.1)

Project History (Projects in which Company worked as the Contractor)

1. **Project Street Address:** _____

Type of work: *(check one)* Residential Commercial Permit Number: _____

Occupancy Classification: _____ Size: _____ Type of Construction: _____ Project Cost: _____

Describe project in detail: _____

2. **Project Street Address:** _____

Type of work: *(check one)* Residential Commercial Permit Number: _____

Occupancy Classification: _____ Size: _____ Type of Construction: _____ Project Cost: _____

Describe project in detail: _____

3. **Project Street Address:** _____

Type of work: *(check one)* Residential Commercial Permit Number: _____

Occupancy Classification: _____ Size: _____ Type of Construction: _____ Project Cost: _____

Describe project in detail: _____

4. **Project Street Address:** _____

Type of work: *(check one)* Residential Commercial Permit Number: _____

Occupancy Classification: _____ Size: _____ Type of Construction: _____ Project Cost: _____

Describe project in detail: _____

5. **Project Street Address:** _____

Type of work: *(check one)* Residential Commercial Permit Number: _____

Occupancy Classification: _____ Size: _____ Type of Construction: _____ Project Cost: _____

Describe project in detail: _____

CERTIFICATION (The following declaration is to be signed by a principal or an owner of the company)

The undersigned, on behalf of the company, does hereby declare and warrant that the "Applicant" for a contractor's license named herein has the express authority to bind the company by this application; and further, the company does hereby agree to abide by the ordinances, rules, codes, and regulations promulgated by the City of Colorado Springs, El Paso County, and those adopted by the municipal entities within El Paso County, and the City of Woodland Park, Teller County, in regard to any work which may be performed by the company pursuant to the contractor's license for which this application is made and for which the work is governed by the City of Colorado Springs Fire Prevention Code and Standards. *(See attached Privacy Act Statement)*

Representative Printed Name: _____

Signature of Representative: _____ Date: _____

Fire Alarm Contractor License Application

Responsible Managing Employee (RME) Information

RME's Legal Name: _____
Last *First* *M.I.*

Date of Birth: _____ Social Security Number: _____

Residence Address: _____
Apt. /Unit #

Number / Street Only - No P. O. Boxes or PBM's

City

State

Zip Code

RME Home Phone: _____ RME Cell Phone: _____

RME Office Phone: _____

RME E-mail Address: _____

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 been accused of, charged, or liable for any claims for work related to any license/ registration issued by this jurisdiction or for work related to the building trades in any jurisdiction?

Yes No If yes, explain:

5. Have you ever had a license, registration, or certificate suspended or revoked?

Yes No If yes, explain:

6. I, the undersigned RME, do hereby submit application for the stated contractor's license as the RME (Responsible Managing Employee) or Licensee for the company named herein. I do hereby expressly represent and warrant that I am acting in capacity of the RME/Licensee of said company; 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. Further, I represent, warrant and certify my permanent and exclusive employment with the company. (RBC207.2)

Yes No

Fire Alarm Contractor License Application

RME Certifications

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

RME Work History

Company: _____ From: _____ To: _____

Company: _____ From: _____ To: _____

Company: _____ From: _____ To: _____

CERTIFICATION (The following declaration is to be signed by the RME)

PPRBD requires all persons seeking a license to undergo a name-based judicial record check. I hereby authorize PPRBD to perform a name-based judicial record check utilizing information provided in this application. I agree and understand PPRBD may deny me a license after such review. If any information provided in this application is untrue, the license granted to me may be automatically revoked by PPRBD. (See attached Privacy Act Statement)

RME's Printed Name: _____

RME's Signature: _____ Date: _____

Fire Alarm Contractor License Application

Licensee Information

Licensee Legal
Name:

_____ *Last* _____ *First* _____ *M.I.*

Date of Birth: _____ Social Security Number: _____

Residence Address: _____ *Apt./Unit #*

_____ *Number / Street Only - No P. O. Boxes or PBM's*

_____ *City* _____ *State* _____ *Zip Code*

Licensee Home Phone: _____ Licensee Cell Phone: _____

Licensee Office Phone: _____

Licensee E-mail Address: _____

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 been accused of, charged, or liable for any claims for work related to any license/ registration issued by this jurisdiction or for work related to the building trades in any jurisdiction?
 Yes No If yes, explain:

5. Have you ever had a license, registration, or certificate suspended or revoked?
 Yes No If yes, explain: _____

6. I, the undersigned Licensee, do hereby understand that direct supervision and control includes any one or a combination of the following activities: supervising, managing construction activities by making technical, and/or 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

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Licensee Certifications

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

Licensee Work History

Company: _____ From: _____ To: _____

Company: _____ From: _____ To: _____

Company: _____ From: _____ To: _____

CERTIFICATION (The following declaration is to be signed by the Licensee)

PPRBD requires all persons seeking a license to undergo a name-based judicial record check. I hereby authorize PPRBD to perform a name-based judicial record check utilizing information provided in this application. I agree and understand PPRBD may deny me a license after such review. If any information provided in this application is untrue, the license granted to me may be automatically revoked by PPRBD. (See attached Privacy Act Statement)

Licensee Printed Name: _____

Licensee Signature: _____ Date: _____



PRIVACY ACT STATEMENT

Privacy Act Statement

Pursuant to 5 U.S.C. § 552a(e)(3), this Privacy Act Statement serves to inform you of the following concerning the collection of the information on this form.

A. AUTHORITY:

Collection of the information solicited on this form is authorized by Title 24 of the Colorado Revised Statutes (C.R.S.), whether or not codified. In general, see C.R.S. §§ 24-5-101, 24-50-1001 *et al.*, 24-72-301, *et al.*, including, but not limited to 24-72-305.4, 24-60-2702. For licensing, certification, or registration functions for any governmental entity, in addition to other authority conferred by law, specifically refer to C.R.S. § 24-72-305.4. For contemplated employment for certain positions with Pikes Peak Regional Building Department where confidential financial and personally identifiable information, as such is regulated by Titles 6 and 24 of C.R.S., may readily be available to a person, the information solicited by the Department is a requirement/condition to employment.

B. PURPOSE:

The primary purpose for soliciting this information is to determine the eligibility of, and whether there exists a law enforcement or security risk in permitting licensing, certification, or registration, or employment, as applicable.

C. ROUTINE USES:

The information solicited on this form may be made available as a "routine use" to other government agencies to assist the Department in making determinations about the person's eligibility for licensing, certification, or registration, as applicable, for administration purposes. The information may be made available to the State of Colorado (specific to any licensing, certification, or registration regulated by it) in the event an application is not approved, so that a determination can be made for issuance thereof.

D. CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:

Licensing, certification, or registration by the Department may not be issued, or consideration for/an offer of employment with the Department, as applicable, may be terminated by the Department.

Last Updated: May 14, 2021