

## **OPERATIONAL PERMIT PROGRAM**

### **GENERAL INFORMATION**

#### **PROGRAM OVERVIEW**

Operational permits are required within the Poudre Fire Authority (PFA) for specific hazardous operations as outlined in the adopted Fire Code. For some businesses or operators, multiple operational permits may be required. Operational permit fees apply as per PFA's adopted fee schedule.

Operational permits are effective for 12 months from the date of issue unless otherwise indicated on the permit, such as for temporary conditions. For permanent operations, operational permits are required to be renewed each year and renewal is the responsibility of the permit holder and/or operator.

Permit holders will need to meet all requirements of the adopted Fire Code as a condition of the permit. The adopted Fire Code functions as law, and these requirements are mandatory. Applicants shall complete a self-attestation form which acknowledges that they meet these requirements prior to operating.

Permit holders should expect and be prepared for a fire inspection to verify compliance. PFA will work to provide a courtesy notice 48 hours in advance of a fire inspection occurring.

PFA values a partnership approach to community risk reduction to ensure life-safety for occupants and responding firefighters. This partnership requires that permit holders do their part to meet and operate in a compliant manner.

Non-compliant conditions may be subject to the following enforcement actions, including re-inspection fees, a stop work order, temporary or permanent revocation of an operational permit, enforcement fines, or a summons to court.

The most current edition of the adopted Fire Code is always available on the Poudre Fire Authority website. Additionally, a hard copy is maintained on site at our administrative headquarters and is available for review during normal business hours.

The Poudre Fire Authority is actively developing guidebooks that are hazard-specific for operational permits. These guidebooks are available or will be made accessible as they are developed on our website.

#### **POUDRE FIRE AUTHORITY CONTACTS**

##### **General Operational Permit Process Inquiries**

P (970) 416-2892

E [plans@poudre-fire.org](mailto:plans@poudre-fire.org)

##### **Assistant Fire Marshal, Kevin Sullivan**

P (970) 416-2868

E [kevin.sullivan@poudre-fire.org](mailto:kevin.sullivan@poudre-fire.org)

Operational Permits Program Manager

##### **Division Chief - Fire Marshal, Shawn McGaffin**

P (970) 416-2860

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## **COMMON ABBREVIATIONS PERTINENT TO OPERATIONAL PERMITS**

<b>PFA</b>	Poudre Fire Authority
<b>DFPC</b>	Colorado State Division of Fire Prevention and Control
<b>AHJ</b>	Authority Having Jurisdiction
<b>IFC</b>	Adopted <i>International Fire Code</i>
<b>NFPA</b>	National Fire Protection Association
<b>ICC</b>	International Code Council
<b>FM</b>	Fire Marshal, or the Fire Code Official
<b>DFM</b>	Deputy Fire Marshal, or the Fire Code Official
<b>AFM</b>	Assistant Fire Marshal, or the Fire Code Official
<b>AMD&amp;M</b>	Alternative Materials, Design and/or Methods
<b>PPE</b>	Personal Protective Equipment
<b>PPM</b>	Parts Per Million (Concentration)

## **PURPOSE**

This guidebook has been developed to provide the highest level of service to the customers of the Poudre Fire Authority (PFA), and to align with the adopted Fire Code (IFC), local amendments, and applicable reference standards. More specifically, to uphold **IFC Section 101.3, Purpose:**

*“The purpose of this code is to establish the minimum requirements consistent with nationally recognized good practice for providing a reasonable level of life safety and property protection from the hazards of fire, explosion, or dangerous conditions in new and existing buildings, structures, premises, and to provide a reasonable level of safety to fire fighters and emergency responders during emergency operations.”*

## **PFA’S PRINCIPLES, MISSION & VISION**

### **PRINCIPLES**

#### ***Service Above Self***

- *Demonstrate exemplary character*
- *Act courageously with empathy, accountability, and respect*
- *Do what is right*

### **MISSION**

*To serve our community by saving lives and protecting property through collaboration, innovation, and commitment to excellence.*

### **VISION**

*To be a trusted, respected, and principle-driven leader in the community and in the fire service.*

## **GUIDELINES FOR EXCEPTIONAL CUSTOMER SERVICE**

PFA provides exceptional customer service, both internally and externally. This is the result of a philosophy wherein we are empowered to make decisions. We ask:

- *Is it right for the customer? Is it safe, legal, and ethical?*
- *Is it consistent with the PFA Mission, Vision, Principles, and policies?*

- *Is it at the employee's organizational level?*
- *Is it the right thing for PFA?*

If the answer is “yes” to these questions, we do not need to ask permission; rather, we are empowered by the organization to provide customer service.

### **WHAT THE FIRE CODE REQUIRES**

This guidebook outlines the minimum requirements set-forth in the adopted *International Fire Code* (IFC), local amendments, referenced standards, departmental policies, and technical interpretations as they relate to installation, conditions, and operations which require an operational permit.

#### **The Adopted International Fire Code (IFC)-**

Applies within all portions of the Poudre Fire Authority (PFA), including the City of Fort Collins, the Town of Timnath, and portions of Larimer and Weld Counties. Several locally adopted amendments apply, and can be found on our website here: [www.poudre-fire.org/programs-services/community-safety-services-fire-prevention/fire-code-adoption](http://www.poudre-fire.org/programs-services/community-safety-services-fire-prevention/fire-code-adoption). You are strongly encouraged to verify which code(s) are pertinent to your conditions.

Important to note: the adopted Fire Code functions as law, and therefore requirements are mandatory.

#### **National Fire Protection Association (NFPA)-**

The adopted Fire Code references several NFPA standards that outline requirements for installation, operations, and inspection, testing, and maintenance. NFPA reference standards can be purchased directly from the National Fire Protection Association (NFPA). Please note that the Poudre Fire Authority cannot provide these directly as these documents are copyright protected.

#### **What an Operational Permit is For-**

An approved operational permit shall constitute temporary permission to maintain installations or equipment, store or handle materials, or to conduct processes that produce hazardous conditions to life or property, or similar conditions as outlined in the adopted Fire Code.

In some circumstances, an approved construction permit may be required prior to the issuance of an operational permit; construction permits allow an installation or modification to a system or equipment for which an operational permit is required to maintain.

#### **Timeline-**

Operational permits are effective for 12 months from the date of issue unless otherwise indicated on the permit, such as for temporary conditions. For permanent operations, operational permits are required to be renewed each year and renewal is the responsibility of the permit holder.

Operational permits issued for temporary conditions will be determined based upon the needs and duration of the operation or condition. Temporary operational permits shall not exceed 180 days, unless formally extended by Poudre Fire Authority and a new operational permit is issued.

### **ROLES & RESPONSIBILITIES – APPLICANTS & PERMIT HOLDERS**

**Permit Holders-**

The responsibility for meeting all requirements of the adopted Fire Code and any conditions of the operational permit shall be that of the applicant/permit holder as designated on the permit. This responsibility shall not be transferred to any party, agent, company, or subcontractor not specified on the permit.

**Conditions of Approval-**

As a condition of approval, the applicant/permit holder acknowledges and assumes full responsibility for understanding, meeting, upholding, and maintaining all applicable requirements outlined in the adopted Fire Code, reference NFPA standards, manufacturer's requirements, or as otherwise specified.

Prior to operating or making application for an operational permit, and where it is not immediately understood how fire code compliance can be achieved, the applicant/permit holder shall seek formal guidance from the Poudre Fire Authority. Formal guidance shall consist of written correspondence from the Poudre Fire Authority to the applicant. Informal guidance, such as verbal consultations or similar shall not be construed to mean formal guidance.

**Technical Assistance-**

Where it is necessary to determine the acceptability of technologies, processes, products, facilities, materials and uses attending the design, operation, use of a building or premises, or equipment subject to operational permit requirements, the Poudre Fire Authority may require a technical opinion report to be furnished prior to approving an operational permit. Technical opinion reports shall be required to be prepared by a qualified engineer, specialist, laboratory, or fire safety specialty organization acceptable to the Poudre Fire Authority. When required, the report shall bear the stamp of a registered design professional. Any cost for meeting this requirement shall not be the responsibility of the Poudre Fire Authority.

**Modifications-**

The applicant/permit holder acknowledges that approval is granted for a compliant installation and/or operation at the time when the permit was issued. Any modifications or deviations made after the time of approval will render the operational permit void and not approved. The applicant/permit holder shall reapply for either a construction permit or operational permit for any modifications or deviations made. It shall be the responsibility of the permit holder to notify the Poudre Fire Authority prior to any modifications or deviations occurring.

**Fire Inspections-**

Permit holders should expect and be prepared to provide access to any building, premises, installations, or equipment so that the Poudre Fire Authority can conduct a fire inspection to verify compliance. Poudre Fire Authority will make reasonable efforts to accommodate business operational needs with respect to scheduling, and will attempt to provide a courtesy notice 48 hours in advance of a fire inspection occurring. Advanced notice may not be provided when verification is required to determine potentially dangerous conditions.

**Personal Protective Equipment (PPE)-**

If specialized personal protective clothing or equipment is necessary for the purpose of conducting a fire inspection safely, such as for some hazardous environments, the permit holder shall be responsible for providing the appropriate PPE for Poudre Fire Authority personnel as a matter of compliance.

**Posting of Operational Permits-**

The permit holder shall be required to post the operational permit in an approved location so that it is clearly identifiable to any operators and the fire inspector. Any pertinent documents required to verify compliance shall be maintained on site and be accessible to the Poudre Fire Authority at the time of a fire inspection.

**Emergency Repairs-**

The permit holder shall be responsible for coordinating emergency repairs in a timely fashion for any installation, equipment, or condition associated with the operational permit. Repairs shall be made by qualified persons. No additional permit is required for an emergency repair, provided that it is a like-for-like repair which maintains life-safety equivalency. Modifications or deviations to the original installation shall not be considered emergency repairs and may require a construction permit. \*See *Modifications*

**Limits of Liability-**

The permit holder shall acknowledge any responsibility to provide notification to their insurance provider regarding the nature of any hazardous operations.

The Poudre Fire Authority or any representatives who are acting in the scope of their lawful duties shall not be held liable for any cost in action, suite or proceeding, damages, or other liabilities resulting from any approvals for installations or operations directly or indirectly associated with an operational permit.

**Enforcement Actions-**

The permit holder acknowledges that the Poudre Fire Authority will enforce requirements of the adopted Fire Code as per our policies and procedures. Where hazards cannot be immediately abated or made safe, or a permit holder demonstrates an unwillingness to comply, the following enforcement measures may include but may not be limited to, re-inspection fees, issuance of a stop work order, temporary or permanent revocation of an operational permit, enforcement fines, or a summons to court.

**Additional Resources-**

The most current edition of the adopted Fire Code is always available on the Poudre Fire Authority website. Additionally, a hard copy is maintained on site at our administrative headquarters and is available for review during normal business hours.

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**Poudre Fire Authority (PFA)**

[www.poudre-fire.org](http://www.poudre-fire.org) Phone 970-416-2868

NFPA referenced standards can be purchased directly from the National Fire Protection Association (NFPA). Please note that the Poudre Fire Authority cannot provide these directly as these documents are copyright protected.

**National Fire Protection Association (NFPA)**

Web: [www.nfpa.org](http://www.nfpa.org) Phone 1 800-344-3555

**International Code Council (ICC)**  
**Compressed Gas Association (CGA)**  
**Brycer's The Compliance Engine (TCE)**

[www.iccsafe.org](http://www.iccsafe.org)  
[www.cganet.com](http://www.cganet.com)  
[www.thecompliancengine.com](http://www.thecompliancengine.com)