Fire Prevention and Community Risk Reduction Division

A Guidebook for Contractor's minimum qualifications

for installation of life safety systems.

All projects must be in accordance with the Poudre Fire Authority adopted fire code and all adopted amendments per City of Ft Collins, Town of Timnath, Larimer County and Weld County.

POUDRE FIRE AUTHORITY
102 Remington St. Fort Collins, CO 80524 970.416.2891www.poudre-fire.org

Table of Contents

RULES, REGULATIONS, AND POLICY 3
FIRE ALARM & DETECTION SYSTEMS 4
Requirement #1 -Projects That Are Regulated by Colorado State Law 4
Requirement #2 -City of Fort Collins Specialized Trade Contractor's License 4
Requirement #3 -Poudre Fire Authority Requirements as Per NFPA 72 4
FIRE SPRINKLER SYSTEMS 5
Requirement #1 -DFPC Fire Suppression System Contractor Registration 5
Requirement #2 -City of Fort Collins Specialized Trade Contractor's License 5
Requirement #3 -Registered Sprinkler Fitters and Responsible Managing Employee (RME) 5
Requirement #4 -Responsible Managing Employee (RME) 5
UNDERGROUND FIRE LINES & FIRE HYDRANTS 7
Requirement #1 -DFPC Fire Suppression System Contractor Registration 7
Requirement #2 -Water-Based Fire Protection Systems *When applicable 7
EMERGENCY RESPONDER COMMUNICATION ENHANCEMENT SYSTEMS 8
Requirement #1 -Projects That Are Regulated by Colorado State Law 8
Requirement #2 -Poudre Fire Authority Requirements as Per NFPA 72 8
COMMERCIAL COOKING EQUIPMENT & EXTINGUISHING SYSTEMS 9
Requirement #1 – Poudre Fire Authority Requirements as Per the Adopted Fire Code & NFPA 17A 9
Requirement #2 -DFPC Fire Suppression System Contractor Registration *When applicable 9

RULES, REGULATIONS, AND POLICY

The currently adopted International Fire Code (IFC) applies within all portions of the Poudre Fire Authority's jurisdiction, 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 https://www.poudre-fire.org/programs-services/community-safety-services-fire-prevention/fire-code-adoption

PFA's goal is to assist with successful outcomes and can grant "**At Risk Work**" requests. You can email plans@poudre-fire.org to request at risk work.
Email: Subject line the name of the project, address, type of work, and permit number. You must have an active permit application that is in review. Contractors must understand the following:

- Any work performed prior to full issuance of a permit will be done at the risk of the installation contractor.
- Any required changes or modifications based upon the approved plan review or inspection activities will be the responsibility of the installation contractor.
- All work performed under the "work at risk" condition shall remain visible and uncovered until the submitted plans are approved, a permit is issued, and required inspections have been completed, unless otherwise approved by the PFA Fire Inspector.
- All work shall comply fully with the adopted Fire Code and applicable NFPA standards.

PFA has the authority per **Section 114 – Stop Work Order** to issue a Stop Work Order for performing work without permit and assess a fee per the Fee Schedule

- **114.1 Authority.** Where the fire code official finds any work regulated by this code being performed in a manner contrary to the provisions of this code, or in a dangerous or unsafe manner, the fire code official is authorized to issue a stop work order.
- **105.1.1 Permits required.** A property owner or owner's authorized agent who intends to conduct an operation or business or install or modify systems and equipment that are regulated by this code, or to cause any such work to be performed, shall first make application to the fire code official and obtain the required permit.
- **108.4 Work commencing before permit issuance**. A person who commences any work, activity or operation regulated by this code before obtaining the necessary permits shall be subject to a fee established by the applicable governing authority, which shall be in addition to the required permit fees.

Conditions of a permit. A permit shall constitute permission to maintain, store or handle materials; or to conduct processes that produce conditions hazardous to life or property; or to install equipment utilized in connection with such activities; or to install or modify any *fire protection system* or equipment or any other construction, equipment installation or modification in accordance with the provisions of this code where a permit is required by Section 105.5 or 105.6. Such permission shall not be construed as authority to violate, cancel or set aside any of the provisions of this code or other applicable regulations or laws of the jurisdiction.

- **105.3.1 Expiration.** Construction permits shall automatically become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. Before such work recommences, a new permit shall be first obtained. Permits are not transferable and any change in occupancy, operation, tenancy or ownership shall require that a new permit be issued.
- **105.3.2 Extensions.** A permittee holding an unexpired permit shall have the right to apply for an extension of the time within which the permittee will commence work under that permit where work is unable to be commenced within the time required by this section for good and satisfactory reasons. The *fire code official* is authorized to grant, in writing, one or more extensions of the time period of a permit for periods of not more than 180 days each. Such extensions shall be requested by the permit holder in writing and justifiable cause demonstrated.

FIRE ALARM & DETECTION SYSTEMS

This correspondence outlines the minimum qualifications contractors shall meet when work is conducted on fire alarm & detection systems within the Poudre Fire Authority (PFA). Additional requirements may apply for the design of a system at the time of making application for a permit.

Work is defined as any new installation, demolition, emergency repair, alteration, modification, or inspection, to an existing system. This applies to the following system types:

- **Fire Alarm & Detection Systems** as per NFPA 72

Requirement #1 -Projects That Are Regulated by Colorado State Law

Contractors shall meet any additional requirements as set forth by Colorado state law that apply to health facilities, limited gaming facilities, school facilities, and waste tire facilities. It shall be the responsibility of the contractor to meet all applicable requirements not regulated by the Poudre Fire Authority (PFA). Additional information can be found here https://dfpc.colorado.gov/FLSrules

Requirement #2 -City of Fort Collins Specialized Trade Contractor's License

All fire alarm contractors (CSU Maintenance Staff Exempt) shall hold a current Specialized Trade Contractor's License from the City of Fort Collins to conduct work on fire alarm systems within the City of Fort Collins.

Additional information can be found here https://www.fortcollins.gov/Business/Permits-and-Licensing/Other-Licenses-and-Permits/Contractor-Licensing#section-3

Requirement #3 -Poudre Fire Authority Requirements as Per NFPA 72

The Poudre Fire Authority will require that the installing or servicing contractor maintains a qualified technician permanently on-site and directly supervising any fire alarm & detection system work. Work shall include new installations or modifications to existing systems.

Qualified is defined as meaning the following: A current NICET II -Fire Alarm Systems certificate, manufacturer provided training as approved by PFA, or an approved equivalency. Note that approvals shall be obtained in writing from PFA prior to conducting work. Additionally, field experience alone is not an approved equivalent for certification or qualified training.

Approved equivalency: Consideration will be made for contractors who are actively pursuing a path towards being qualified and have provided PFA with additional information for how and when this will be achieved.

Definition: National Institute for Certification in Engineering Technologies (NICET)
Additional information can be found here https://www.nicet.org/

FIRE SPRINKLER SYSTEMS

and Other Water-Based Fire Protection Systems

This correspondence outlines the minimum qualifications all contractors shall meet when work is conducted on water-based fire protection systems within the Poudre Fire Authority (PFA). Additional requirements may apply for the design of a system at the time of making application for a permit.

Work is defined as any new installation, demolition, emergency repair, alteration, modification, or inspection, testing & maintenance (ITM) to an existing system. Additional requirements may apply for the design of any system at the time of making application for a permit. This applies to the following system types:

- **Automatic Fire Sprinklers** systems as per NFPA 13, 13R & 13D *Including limited area systems
- **Standpipe Systems** as per NFPA 14
- **Foam-water Spray Systems** as per NFPA 16
- **Fire Pumps** as per NFPA 20
- **Water Tanks** as per NFPA 22
- **Underground Fire Lines and Hydrants** serving private systems as per NFPA 24
- **Inspection, Testing & Maintenance (ITM)** for all water-based systems as per NFPA 25
- **Automatic Water-mist Systems** as per NFPA 750

Requirement #1 -DFPC Fire Suppression System Contractor Registration

Contractors shall have a current registration with the Colorado Division of Fire Prevention and Control (DFPC) prior to conducting work and for the correct scope of work being performed as per Colorado state law, C.R.S. 24-33.5-1202 & 8 CCR 1507-11.

FIRE SUPPRESSION SYSTEM CONTRACTOR- Individuals or companies who perform work on fire suppression systems in commercial, civil, or residential occupancies.
RESIDENTIAL FIRE SUPPRESSIONS SYSTEM CONTRACTOR- Individuals or companies who perform work on fire suppression systems in residential occupancies only.
FIRE SUPPRESSION SYSTEM CONTRACTOR -UNDERGROUND- Individuals or companies installing underground supply lines from public water lines to water-based fire protection systems.
FIRE SUPPRESSION SYSTEM CONTRACTOR -BACKFLOW - Individuals or companies conducting installation, maintenance, service or testing of backflow prevention devices installed on fire sprinkler systems and/or water-based fire protection systems.

Requirement #2 -City of Fort Collins Specialized Trade Contractor's License

All fire sprinkler contractors (CSU Maintenance Staff Exempt) shall hold a current Specialized Trade Contractor's License from the City of Fort Collins to conduct work on fire sprinkler systems within the City of Fort Collins.

Additional information can be found here https://www.fcgov.com/building/contractor

Requirement #3 -Registered Sprinkler Fitters and Responsible Managing Employee (RME)

Fire Sprinkler Fitters- All Sprinkler Fitters that perform work on water-based fire protection systems shall have a current registration with the Colorado Division of Fire Prevention and Control (DFPC) prior to conducting work as per Colorado state law, C.R.S. 24-33.5-1202 & 8 CCR 1507-11. All Sprinkler Fitters shall be required to carry their registration card on them anytime they are performing work. This registration applies to an individual and not the company they represent.

Requirement #4 -Responsible Managing Employee (RME)

Responsible Managing Employee (RME)- All contractors that perform work on water-based fire protection systems shall assign a Responsible Managing Employee (RME) for every job as per Colorado state law, C.R.S. 24-33.5-1202 & 8 CCR 1507-11. A registered Sprinkler Fitter may be utilized to meet this requirement. The Responsible Managing Employee shall be identified on each permit application.

Contractors must not allow a person to work on a water-based fire protection system who is not registered as a Sprinkler Fitter or a Sprinkler Fitter Apprentice where their work is under the direct supervision and in the immediate presence of the Sprinkler Fitter.

UNDERGROUND FIRE LINES & FIRE HYDRANTS

Which Serve Private Fire Protection Systems

This correspondence outlines the minimum qualifications contractors shall meet when work is conducted for the installation of private fire service mains, underground fire lines, and private fire hydrants within the Poudre Fire Authority (PFA). Please note that these requirements do not apply to municipal water systems or hydrants that are installed or maintained by a local or regional water purveyor.

IMPORTANT TO NOTE: PRIVATE FIRE SERVICE MAINS, UNDERGROUND FIRE LINES, AND PRIVATE FIRE HYDRANTS ARE REGULATED BY COLORADO STATE LAW, THE ADOPTED FIRE CODE, AND NFPA 24. THESE REQUIREMENTS MAY BE DIFFERENT AND ARE ADDITIONAL TO REQUIREMENTS THAT MAY APPLY TO WORK ON MUNICIPAL WATER SUPPLY SYSTEMS, WHICH INCLUDES LOCAL AND REGIONAL WATER PURVEYORS.

Work is defined as any new installation, demolition, emergency repair, alteration, modification, or inspection, testing & maintenance (ITM) to an existing system. This applies to the following system types:

- **Private Fire Service Mains, Underground Fire Lines and Appurtenances** as per NFPA 24
- **Private Fire Hydrants** as per NFPA 13, NFPA 24 or NFPA 1142

Requirement #1 -DFPC Fire Suppression System Contractor Registration

Contractors shall have a current registration with the Colorado Division of Fire Prevention and Control (DFPC) prior to conducting work and for the correct scope of work being performed as per Colorado state law, C.R.S. 24-33.5-1202 & 8 CCR 1507-11.

FIRE SUPPRESSION SYSTEM CONTRACTOR -UNDERGROUND- Individuals or companies installing underground supply lines from public water lines to water-based fire protection systems.
FIRE SUPPRESSION SYSTEM CONTRACTOR -BACKFLOW- Individuals or companies conducting installation, maintenance, service or testing of backflow prevention devices installed on fire sprinkler systems and/or water-based fire protection systems.

Requirement #2 -Water-Based Fire Protection Systems *When applicable

There may be times when the scope of work extends to portions of the water-based fire protection system. An example of this may include a repair is conducted to the underground fire line, but flushing operations require the removal of the backflow prevention device on the fire sprinkler system. Any work conducted on water-based fire protection systems will need to meet additional requirements as outlined by Colorado State Law. Please refer to our ***Minimum Contractor Qualifications- Fire Sprinkler Systems and Other Water-Based Fire Protection Systems*** information sheet or contact the Poudre Fire Authority (PFA) directly for assistance.

EMERGENCY RESPONDER COMMUNICATION ENHANCEMENT SYSTEMS

This correspondence outlines the minimum qualifications contractors shall meet when work is conducted on Emergency Responder Communication Enhancement Systems (ERCES) within the Poudre Fire Authority (PFA).

Work is defined as any new installation, demolition, emergency repair, alteration, modification, or inspection, to an existing system. This applies to the following system types:

- **Standard for Emergency Services Communications** as per NFPA 1225

Requirement #1 -Projects That Are Regulated by Colorado State Law

Contractors shall meet any additional requirements as set forth by Colorado state law that apply to health facilities, limited gaming facilities, school facilities, and waste tire facilities. It shall be the responsibility of the contractor to meet all applicable requirements not regulated by the Poudre Fire Authority (PFA). Additional information can be found here https://dfpc.colorado.gov/FLSrules

Requirement #2 -Poudre Fire Authority Requirements as Per NFPA 72

The Poudre Fire Authority will require that the installing or servicing contractor maintains a qualified technician permanently on-site and servicing contractor shall have a (IB-PSC) NICET III available as a Response Managing Employee (RME). Work shall include new installations or modifications to existing systems.

Qualified is defined as meaning the following: A current NICET II – In-Building Public Safety Communications certificate, manufacturer provided training as approved by PFA, or an approved equivalency. Note that approvals shall be obtained in writing from PFA prior to conducting work. Additionally, field experience alone is not an approved equivalent for certification or qualified training.

Approved equivalency: Consideration will be made for contractors who are actively pursuing a path towards being qualified and have provided PFA with additional information for how and when this will be achieved.

Definition: National Institute for Certification in Engineering Technologies (NICET)
Additional information can be found here https://www.nicet.org/

COMMERCIAL COOKING EQUIPMENT & EXTINGUISHING SYSTEMS

Including Systems in Mobile Food Preparation Vehicles

This correspondence outlines the minimum qualifications contractors shall meet when work is conducted for the installation of commercial cooking equipment & extinguishing systems, including but not limited to Type I hoods, extinguishing systems, ventilations systems, and associated appurtenances within the Poudre Fire Authority (PFA).

Work is defined as any new installation, demolition, emergency repair, alteration, modification, or inspection, testing & maintenance (ITM) to an existing system. This applies to the following system types:

- **Commercial Cooking Extinguishing Systems** as per NFPA 17A & NFPA 96
- **Pre-engineered Automatic Dry- and Wet-chemical Systems** as per UL300
- **Other Systems** as per the adopted Fire Code (IFC)

Requirement #1 – Poudre Fire Authority Requirements as Per the Adopted Fire Code & NFPA 17A

As per NFPA 17A, only trained people shall be considered qualified and competent to design, lay out, install or service wet chemical extinguishing systems. The Poudre Fire Authority will require that the installing or servicing contractor holds a current certificate of training or other approval from the manufacturer of the system being worked upon or serviced.

Qualified is defined as meaning the following: A current certificate of training from the manufacturer for the system and type being worked upon or serviced, i.e., a current ANSUL R-102 certificate. Additionally, field experience alone, or training that is not expressly approved by the manufacturer of the system, is not an approved equivalent for certification or qualified training.

Requirement #2 -DFPC Fire Suppression System Contractor Registration *When applicable

Where the commercial cooking equipment extinguishing system involves a water-based fire protection system, e.g., automatic fire sprinkler; automatic water mist systems; foam-water systems, or similar, contractors shall have a current registration with the Colorado Division of Fire Prevention and Control (DFPC) prior to conducting work and for the correct scope of work being performed as per Colorado state law, C.R.S. 24-33.5-1202 & 8 CCR 1507-11.

Please refer to our ***Minimum Contractor Qualifications- Fire Sprinkler Systems and Other Water-Based Fire Protection Systems*** information sheet or contact the Poudre Fire Authority (PFA) directly for assistance.

FIRE SUPPRESSION SYSTEM CONTRACTOR- Individuals or companies who perform work on fire suppression systems in commercial, civil, or residential occupancies.