FIRE PREVENTION AND
COMMUNITY RISK REDUCTION
102 Remington St
Fort Collins, CO 80524
(970) 416-2891

# CONDITIONAL PERMIT
# PERMIT SUBMITTAL GUIDELINES

Poudre Fire Authority (PFA), in its discretion, may allow buildings near completion to be occupied by construction staff (removal of trailer), the stocking of furniture, equipment, and supplies, and/or allowing the OWNER or their representative to begin training their staff within the facility if all the requirements for a Conditional Permit are met.

**Fees Required**
Conditional Permit (formally FF&E) inspection <5000sf $250
Conditional Permit (formally FF&E) inspection > 5000sf $500

Note: Furniture that requires hard wiring or permanent connection to the structure does not require a conditional permit to install.

**Per 2024 IFC Section 105.3.4 Conditional permits.** Where permits are required and on the request of a permit applicant, the *fire code official* is authorized to issue a conditional permit to occupy the premises or portion thereof before the entire work or operations on the premises is completed, provided that such portion or portions will be occupied safely prior to full completion or installation of equipment and operations without endangering life or public welfare. The *fire code official* shall notify the permit applicant in writing of any limitations or restrictions necessary to keep the permit area safe. The holder of a conditional permit shall proceed only to the point for which approval has been given, at the permit holder's own risk and without assurance that approval for the occupancy or the utilization of the entire premises, equipment or operations will be granted.

The permit holder's personnel, contractors, and other invitees, enter, occupy and exit the premises and structure at their own risk and without assurance that approval for the occupancy or the utilization of the entire premises and structure, equipment or operations will be granted. Any issues with other permitting agencies preventing the issuance of a Conditional Permit will need to be resolved by the applicant prior to issuance of a Conditional Permit.

By signing this Conditional Permit Submittal, the applicant understands and agrees the Conditional Permit is neither a Certificate of Occupancy nor a Temporary Certificate of Occupancy for the occupancy or use of the premises and structure.

**Minimum Requirements.** Minimum requirements to obtain approval for a Conditional Permit include, but are not limited to:

- Premises Identification (street numbers, name, etc.) must be provided.
- Apparatus access is constructed and unobstructed.
- All required Fire Protection Systems shall be in place and fully operational. All systems shall be tested and approved by PFA before a Conditional Permit is issued. Typical systems are Fire Sprinklers and Fire Alarms, but there could be other fire protection systems required.
- Fire separation requirements, including fire walls and all protected openings such as fire doors and fire dampers, shall be complete.

- Portable fire extinguishers - Structures under construction, *alteration* or demolition shall be provided with not less than one *approved* portable fire extinguisher in accordance with Section 906 and sized for not less than ordinary hazard as follows:
    - At each *stairway* on all floor levels where combustible materials have accumulated.
    - In every storage and construction shed.
    - Additional portable fire extinguishers shall be provided where special hazards exist, including, but not limited to, the storage and use of *flammable* and *combustible liquids.*
- Emergency Responder Communication Enhancement Systems (ERCES), where required, shall be installed, fully operational, and tested, and must be approved by PFA.
- All Egress components and systems shall be in place and fully operational. Egress systems shall not be obstructed or altered during the period the Conditional Permit is in force. Egress components, such as door hardware, exit lighting, exit signage, door hold-opens and access control doors, shall be fully operational and have undergone testing and final approval by PFA and the installing contractors.
- All trash and rubbish, including packing materials, shall be removed immediately from the structure and there shall be NO accumulation of trash, rubbish, or packing materials inside of or adjacent to the structure. Dumpsters must be provided for this material away from the structure and the dumpster must be emptied often enough to not create an additional hazard.

**Permitted Uses.** Only the OWNER, lessee, or contractor may be issued a Conditional Permit. Once approved and issued, a Conditional Permit allows the following individuals and items:

- Moveable furniture i.e. couches, chairs, or upholstered furniture.
- Fixtures (TVs, artwork/decorative items, etc.).
- Equipment (specialty systems, independent/proprietary manufacturing equipment, etc.).
- Shelves and racks with merchandise.
- Non-construction related personnel for the *sole purpose* of placing the above items in the structure.

**At no point prior to the Conditional Permit issuance should any of the above items be stored or placed inside the structure.** Upon an applicant's request, the appropriate *Fire Code Official* may, in their discretion, allow other items to be stored or placed in the structure.

**No hazardous materials storage is permitted while operating under a Conditional Permit.**

**Release of Liability and Indemnification.**

- In consideration of PFA issuing a Conditional Permit, the OWNER and their family, relatives, heirs, assigns, and successors in interest waive, renounce, relinquish, absolve, and discharge PFA and its directors, officers, and employees from any and all liability for personal injury (including death) and property damage that may arise from or relate to PFA issuing a Conditional Permit and the OWNER, its contractors and invitees, and any other individual entering, occupying, and exiting the premises and structure.
- That OWNER shall defend, hold harmless, and indemnify PFA and its directors, officers, and employees from and against all liabilities, losses, claims, causes of action, damages, costs, attorneys' fees, and expenses of whatever kind that PFA may sustain, suffer, incur, or be required to pay that arises from PFA issuing a Conditional Permit and the OWNER, its contractors and invitees, and any other individual entering, occupying, and exiting the premises

and structure. PFA shall have the right to select its legal counsel notwithstanding the OWNER's obligation to pay the attorneys' fees, costs, and expenses of such legal counsel.

**Violations.** If PFA, in its sole discretion, determines that one or more of the requirements or conditions of the Conditional Permit and/or the requirements of any other PFA code have been violated, PFA has the right, in its sole discretion, to revoke the Conditional Permit and order the immediate removal of everything stored or placed in the structure, including but not limited to, equipment, furniture, and fixtures, and that all individuals (other than construction workers) immediately cease occupying the premises and structure.

**Governmental Immunity.** Nothing in the Conditional Permit is intended, and shall not be construed, as a limitation on or waiver of the rights, privileges, immunities, benefits, limitations on damages, and defenses provided PFA and its directors, officers, employees and agents under federal and state law, including but not limited to, the Governmental Immunity Act, C.R.S. §24-10-101, *et seq*.

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|---|---|
| _____ | _____ |
| Owner's Signature | Date |
| _____ | _____ |
| Owner's Name (print) | Contact (phone or email) |
| _____ | _____ |
| Contractor's Signature | Date |
| _____ | _____ |
| Contractor's Name (print) | Contact (phone or email) |

## FIRE MARSHAL'S OFFICE USE ONLY

**Staff Review**

**Ensure ALL components of the Conditional Permit are met and satisfactory.**

Inspected by: _____ Date: _____

Comments:

**Final Determination**

Approved by: _____ Date: _____

Comments:

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