



City of Peoria Fire-Medical Department

8401 West Monroe Street, Peoria, Arizona 85345
Phone: 623-773-7279 Fax: 623-773-7295

Fire Protection Contractor Requirements

Effective 10/1/2005 (revised 12/27/2017) – As a result of the high inspection failure rates on fire protection equipment resulting in unacceptable delays to our customers, the Peoria Fire-Medical Department has implemented strict requirements for fire protection contractors. At all times, when fire protection systems and/or equipment is being installed and/or serviced, the company performing the work must have a valid Fire Protection Contractors permit issued by the Fire Department. Additionally, the work must be performed by, or directly supervised by, a “Competent On-Site Person” in possession of one or more of the items required in the Peoria Fire Code Amendments listed below.

The requirements to apply for a Fire Protection Contractors permit or to renew a Fire Protection Contractors permit are for the company to submit the following documentation to the City of Peoria Fire-Medical Department – Fire Prevention Division. Fire Prevention is located at 8351 West Cinnabar Avenue, Peoria, Arizona 85345. For questions, call (623) 773-7279.

1. Complete the permit application (attached to this memo or available on the Fire Department web site <https://www.peoriaaz.gov/government/departments/fire-medical/fire-prevention/>).
2. Provide a copy of your current product and liability insurance certificate naming the City of Peoria as a Certificate holder.
3. Provide a copy of your current City of Peoria sales tax license.
4. Provide a copy of your current Arizona Contractors license.
5. Provide the permit fee of \$75.00, payable to the City of Peoria.
6. Provide a written statement, on company letterhead and signed by a responsible party of the company that states the following (cut and paste):

[INSERT COMPANY NAME] agrees that persons involved in the installation, modification, or inspection of any fire protection equipment within the City of Peoria shall be certified or receive direct supervision per the Peoria Fire Code Section 910.10.2.

All required documentation **MUST** be uploaded with the completed application. Payment for the permit(s) to be processed is to be included with the application. Incomplete applications will not be uploaded into the system for. Review of the permit application and/or materials will not be conducted until the application is deemed complete. Submit payment through the DCSB Cashier (623)773-7119

The following are excerpts from the City of Peoria amendments to the 2018 edition of the *International Fire Code* which documents where the requirements originate from.

Section 105.6.47 *Any person, corporation, partnership or other entity engaged in the business of design, install, monitor, sell, or service within the City of Peoria shall, obtain*



a permit from the Fire Department. The permit application shall include the following: Copy of State and City license, and Copy of Certification.

Section 901.11.2 Each fire protection system installation, modification, or inspection job shall receive “direct supervision” from a “competent on-site person” or persons possessing the following necessary approvals:

Section 901.11.2.1 For Fire Alarm installation, modification, or inspections one or more of the following:

1. National Institute of Certification in Engineering Technology (NICET) fire alarm level II; or
2. Successful completion of Local Exam; or
3. Other certification acceptable to the Fire Code Official.

Section 901.11.2.2 For Fire Sprinkler System and underground fire line installation, modification, or inspections one or both of the following:

1. National Institute of Certification in Engineering Technology (NICET) fire sprinkler level II; or
2. Successful completion of Local Exam; or
3. Other certification acceptable to the Fire Code Official.

Section 901.11.2.3 For Fire Special Hazard Fire System installation, modification or inspection for one or more of the following:

1. National Institute of Certification in Engineering Technology (NICET) special hazards suppression systems level II;
2. Successful completion of Local Exam; or
3. Other certification acceptable to the Fire Code Official.

Section 901.11.2.4 The “competent on-site person” shall have in their possession documentation of their qualifications and a picture I.D. These documents must be presented to the Fire Code Official or designated representative upon request.

Failure to comply with these requirements during the plan review and/or inspection process can result in the following:

1. Plans will be denied until such time as the listed permit holder has a valid Fire Protection Contractors Permit. 3rd and subsequent plan reviews will result in double plan review fees being assessed.
2. Inspection requests will be denied until such time as the listed permit holder has a valid Fire Protection Contractors Permit.
3. Inspections in the field will be denied and issued a red tag should the listed permit holder not have the appropriate “competent on-site person” at the inspection. 2nd and subsequent re-inspections will be assessed a \$100.00 re-inspection fee that must be paid before any additional inspections can be processed.
4. Spot inspections in the field where it is discovered that work on the fire protection system(s) is being performed, including subcontractors, without the required “competent on-site person” supervising the work will result in a “Stop Work Order” being issued. The permit will be locked and will require that an inspection be called to release the stop work order. This inspection request will count as one of the two allowed inspections under the permit for the appropriate phase (rough or final).



PART FIVE – Application Specific Information

Please review the following information and provide the required information for your specific application type.

- [] If this application is for a special event, enter the event date(s). Date(s): _____
- [] If your permit includes tents/canopies, your application must include the necessary site plan, anchoring plan and other documents.
- [] If your permit type is marked with an (*), your application must include a Hazardous Materials Inventory Statement (HMIS).
- [] If your permit type is marked with an (**), your application must include a site/floor plan.
- [] If your permit type is for a Fire Protection Contractor's Permit, your application must include all of the required documentation listed in the Fire Protection Contractor Guideline.

PART SIX – Applicant Date, Signature and Printed Name:

Date: _____ Applicant Signature: (X) _____

PRINT NAME: _____

By signing this application you are providing the Peoria Fire Department permission to inspect the facility listed in Part One under "Site Address" to verify compliance with the permit to be issued. Inspections are required per Peoria City Code section 9-33, subsection 104.3 to verify compliance with the Fire Code and for the mitigation of hazards.

All required documentation **MUST** be present with the completed application. Payment for the permit(s) to be processed is to be included with the application. Incomplete applications will be returned without a review being conducted. Review of the permit application and/or materials will not be conducted until the application is deemed complete. See Fire Department handouts for additional items that may be required for specific permit types. Submit check or money order payable to "City of Peoria" for full amount. **NOTE:** No cash or credit card payments can be accepted at the Fire Department.