



Certificate is required for each type system that is installed and or serviced. A business may hold multiple certificates:

- Automatic Sprinkler Systems
- Fire Alarm Systems
- Special Suppression Systems
- Underground Fire Lines and/or Hydrants
- Kitchen Hood Extinguishing Systems

All submittals require the following (please check to ensure included with submittal):	<input type="checkbox"/> Business Certificate Application <input type="checkbox"/> Valid Arizona Registrar of Contractors License <input type="checkbox"/> Arizona Dept. of Revenue Transaction Privilege Tax License <input type="checkbox"/> Deficiency Report Agreement <input type="checkbox"/> Permit fee \$150 <input type="checkbox"/> All the above documents are included
Including valid certification as follows:	
<ul style="list-style-type: none"> • Automatic Sprinkler Systems • Fire Alarm Systems • Special Suppression Systems • Underground Fire Lines and / or Hydrants 	One of the following certificates related to the type of work being performed held by the Business Certificate Holder: <ul style="list-style-type: none"> <input type="checkbox"/> CSA level 4 or higher – Copy of ID Card <input type="checkbox"/> NICET 3 or higher – Copy of Certificate or ID Card <input type="checkbox"/> Certified Professional Engineer
<ul style="list-style-type: none"> • Kitchen Hood Extinguishing Systems 	One of the following certificates related to the type of work being performed held by the Business Certificate Holder: <ul style="list-style-type: none"> ➤ CSA ➤ NICET 3 or higher ➤ Certified Professional Engineer

The permit is valid for a three-year period.

Accepted Certifications

Certified Professional Engineer	
Codes & Standards Assessments (CSA)	www.csaexams.com or 501-679-3345
National Institute for Certification in Engineering Technologies (NICET)	www.nicet.org or 888-746-4238

Competent Party Requirements

The Business Certificate holder must ensure a competent party is onsite at the time of each inspection, per the Phoenix Fire Code. The Phoenix Fire Department accepts the following certifications related to the type of work being performed for a Competent Party: CSA level 2 or higher, NICET 2 or higher, Manufacturer Certification or Certified Professional Engineers.



City of Phoenix
FIRE PREVENTION

Business Certificate Application

Permit Fee: **\$150 per type of system**

PFC 105.3.1

Check applicable boxes:

- Automatic Sprinklers
- Fire Alarm Systems
- Special Suppression Systems
- Underground Fire Line and/or Hydrants
- Kitchen Hood Extinguishing Systems

Business Information

Contractor Name: _____

Contractor Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (if different):

City: _____ State: _____ Zip: _____

Office Phone #: _____ E-Mail Address: _____

Certification: CSA NICET CPE Mfg Cert Expiration: _____

AROC#: _____ Expiration: _____

Owner/Principal Name: _____ Signature: _____ Date: _____

Business Certificate Holder Name: _____ Signature: _____ Date: _____

Payment is due at the time of application submittal. All fees are non-refundable.

Permit applications may be faxed to 602-495-7429, submitted in person weekdays
8:00 am to 5:00 pm, or mailed to: applications.pfd@phoenix.gov.

For permit questions or to speak to a Fire Inspector call 602-262-6771
For more information, see www.phoenix.gov/fire/prevention



Deficiency Reporting Agreement

Fire protection companies doing business in the City of Phoenix are required to submit a report of deficiencies to the Fire Prevention Section, per the Phoenix Fire Code.

Purpose comply with Phoenix Fire Code to:

1. Ensure businesses are complying with fire and life safety concerns.
2. To protect the public from imminent danger or hazard.
3. Ensure fire protection equipment is working properly in the event of an emergency.
4. Ensure fire protection equipment firefighters and first responders rely on to be in working order.

Document deficiencies of any fire protection equipment for which you are certified and permitted to inspect. Document any fire and life safety issues that may put the public in imminent danger or harm to any person(s) working in unsafe conditions. Follow and apply all related fire code sections, listed below, as described in the 2018 International Fire Code with Phoenix Amendments.

Submit reports to: www.thecomplianceengine.com

Note where is system is impaired:

2018 PFC 901.7 Systems out of service. Where a required or nonrequired fire protection system is out of service, the Phoenix Fire Department Alarm Room, 602-495-5555 shall be notified immediately and, where required by the fire code official, the building shall be either evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service. Failure to comply may result in the revocation of qualified contractor status to be an accepted Inspecting Authority within the City of Phoenix.

By signing this document, I agree to adhere to all sections of the 2018 International Fire Code with Phoenix Amendments, including those below:

- 105.8.2 Business Certificate.
- 901.6 Inspection, Testing and Maintenance.
 - 901.6.1 Standards.
 - 901.6.2 Integrated Testing.
 - 901.6.2.1 High-rise Buildings.
 - 901.6.2.2 Smoke Control Systems.
 - 901.6.3 Records.
 - 901.6.3.1 Records Information.

It is important to report these items as soon as possible so that we may assist you in educating business owners on the importance of fire/life safety issues.

Business Certificate
Holder Name &
Company (Print) _____

Signature _____
Business
Permit Number _____ Expiration _____

Fire Dept. Witness _____ Date _____

Phoenix Fire Department

Fire Prevention



Credit Card Payment Form*

This form is provided for convenience only. Checks and cash are also accepted.

* Credit card payments can only be accepted via fax, postal mail or in person.

This form does NOT qualify as the permit application, a separate permit application must be submitted.

Use This Section for Public Records Requests Only

Address Researched:

Company Requesting Research:

APPLICATION INFO

What are you paying for?

Public Records Permit Event Inspection Appeal/Eng. Interpretation

Address of Business or Event

Name of Event (if applicable)

CREDIT CARD INFO

Credit Card Number (use dashes)	Amount to be Charged	Expiration Date (00/00)
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Billing Address and Zip Code

Cardholder Name

Phone Number

Other Instructions (i.e. fax/email receipt) – Please print clearly

Payment is due at the time of application submittal.

Credit card payments will not be accepted by email.

Credit card payments may be faxed to 602-495-7429, submitted in person weekdays
8:00 am to 5:00 pm or mailed.

For permit questions or to speak to a Fire Inspector call: 602-262-6771.

For more information see www.phoenix.gov/fire/prevention

Please note: This form will be destroyed once payment has been processed.

Phoenix Fire Department | Fire Prevention
150 South 12th Street
Phoenix, AZ 85034