

Phoenix Fire Department

Fire Prevention



Business Certificate Application Instructions

Certificate is required for businesses that install and/or service:

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

*One certificate may be issued for multiple system types **only** if the responsible party is the same for each system type, if not, then a Business Certificate will be issued to each responsible party.*

All submittals require:	<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 per system <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: <input type="checkbox"/> CSA level 4 or higher – Copy of ID Card <input type="checkbox"/> 5NICET 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: ➤ 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 501-712-1272
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.

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Permit Fee: \$150 per system

PFC 105.3.1

Check applicable boxes:

- | | |
|---|--|
| <input type="checkbox"/> Automatic Sprinklers | <input type="checkbox"/> Fire Alarm Systems |
| <input type="checkbox"/> Special Suppression Systems | <input type="checkbox"/> Underground Fire Line and/or Hydrants |
| <input type="checkbox"/> Kitchen Hood Extinguishing Systems | |

A separate application is needed for each Responsible Party (Business Certificate Holder).

*One certificate may be issued for multiple system types **only** if the responsible party is the same for each system type, if not, then a Business Certificate will be issued to each responsible party.*

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 Date: _____

AROC#:

Expiration:

Owner/Principal Name:

Signature:

Date:

Responsible Party (Business Certificate Holder) Name:

Signature:

Date:

Please also sign the Deficiency Reporting Agreement below.

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.

For permit questions or to speak to a Fire Inspector call 602-262-6771 For more information, see

www.phoenix.gov/fire/prevention

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Deficiency Reporting Agreement

Fire protection companies doing business in the City of Phoenix are required to submit a report of deficiencies to Fire Prevention, 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 2012 International Fire Code with Phoenix Amendments, including those below:

- | | |
|--|---|
| 105.9 Business Certificate. | 901.6 Inspection, Testing and Maintenance. |
| 901.6.1 Standards. | 901.6.3 Records. - 901.6.3.1 Records information. |
| 901.6.3.2 Inspection and testing tags. | 901.6.3.3 Inspection forms. |

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 (Print) _____ Company _____

Signature _____ Date _____

FOR OFFICE USE ONLY

Business Certificate Number F171 Expiration _____

Fire Dept. Signature _____ Date _____

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Credit Card Payment Form*

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

* Credit card payments received via email are not encrypted.

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

Name of Event, Business or Facility (if applicable)

Address of Business or Event

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

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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