



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

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

All submittals require:	<ul style="list-style-type: none"> • Business Certificate Application • Valid Arizona Registrar of Contractors License • Arizona Dept. of Revenue Transaction Privilege Tax License • Permit fee \$150
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 	<ul style="list-style-type: none"> • 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 level 4 or higher ➤ NICET 3 or higher ➤ Certified Professional Engineer
<ul style="list-style-type: none"> • Kitchen Hood Extinguishing Systems 	<ul style="list-style-type: none"> • 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.



Permit Fee: **\$150**

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 4:30 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



Deficiency Reporting Agreement

Fire protection companies doing business in the City of Phoenix are required to submit a report of deficiencies to the Division of 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 2012 International Fire Code with Phoenix Amendments.

Submit reports to:

Division of Fire Prevention
C/O Deficiency Reports
150 S 12th St
Phoenix, AZ 85034
Or email to: pfdeficiencyreports@phoenix.gov

By signing this document, I agree to adhere to all sections of the 2012 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 Records.
 - 901.6.2.1 Records information.
 - 901.6.2.2 Inspection forms.
 - 901.6.2.3 Inspection and testing tags.

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 Division



Credit Card Payment Form

This form is for fax or mail in payments

Credit card payments may be faxed to 602 495-7429, or may be submitted in person weekdays between 8:00am and 4:30pm.

Credit card payments will not be accepted by email.

Submission of this form authorizes the City of Phoenix Fire Prevention Division to charge the credit card listed below:

Credit Card information:	
Credit Card Number:	Expiration Date:
Name as it Appears on the Card:	Amount to be Charged:
Credit Card Billing Address:	
Billing City, State & Zip	
Contact Information:	
Contact Name:	Phone Number:
Contact Email:	
Payment is due at the time of application and/or plan submittal. Inspections will not be scheduled until payments have been processed.	

This publication can be made available in Braille, large print or digital media upon request.

Phoenix Fire Department | Fire Prevention Division
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602-262-6771 | (602) 495-5555 TTY