



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.*

<p>All submittals require:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Business Certificate Application <input type="checkbox"/> Valid Arizona Registrar of Contractors License <input type="checkbox"/> Deficiency Report Agreement <input type="checkbox"/> Permit fee \$150 per system 	<p>Including current valid credentials related to the type of work being performed by the Business Certificate holder.</p> <p><i>(If you are doing this)</i></p> <ul style="list-style-type: none"> • Automatic Sprinkler Systems • Fire Alarm Systems • Special Suppression Systems • Underground Fire Lines and / or Hydrants 	<p><i>(You have to have one of these)</i></p> <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 	<p>One of the following certificates related to the type of work being performed held by the Business Certificate Holder:</p> <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 501-712-1272
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		
Business Name:		
Business Address:		
City:	State:	Zip:
Mailing Address (if different):		
City:	State:	Zip:
Office Phone #:	E-Mail Address:	
Business Owner/Principal Name:		
Signature:		Date:
Responsible Party Information		
Responsible Party (Business Certificate Holder) Name:		
(Check one and provide expiration date)		(If Mfg. Cert list Manufacturer Name)
Credentials: <input type="checkbox"/> CSA <input type="checkbox"/> NICET <input type="checkbox"/> CPE <input type="checkbox"/> Mfg. Cert _____		
Expiration Date of Credentials: _____		
AROC#:	AROC # Expiration Date:	
Responsible Party (Business Certificate Holder if different than owner) Signature:		
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 emailed to pfid.applications@phoenix.gov, faxed to 602-495-7429, submitted in person weekdays 8:00 am to 4:00 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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Fire Prevention



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) _____

Signature _____

Date _____

FOR OFFICE USE ONLY

Business Certificate
Number _____

F171

Expiration _____

Fire Dept. Signature _____

Date _____