Phoenix Fire Department

Fire Prevention

Business Certificate Permit Requirements

1. General:

This permit is required for the installation and service of the following Fire Protection Systems: Automatic Sprinklers, Fire Alarms, Underground Fire Line/Hydrants, Portable Fire Extinguishers, Kitchen Hood Extinguishing Systems, and Special Suppression Systems as regulated under the Phoenix Fire Code 105.8.1. The permit is valid for a three-year period.

2. Required Submittals:

• Automatic Sprinklers • Fire Alarm • Underground Fire Line/Hydrants	❑ One of the following certificates related to the type of work being performed held by the Business Certificate Holder: CSA level 4 or higher, NICET 3 or higher, or Certified Professional Engineer ❑ Business Certificate Permit Application ❑ Notarized Hold Harmless Clause ❑ Valid Arizona Registrar of Contractors License ❑ Proper insurance certificate* ❑ Valid City of Phoenix Privilege License (Sales) Tax ❑ Permit fee $150
• Portable Fire Extinguishers • 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, or Certified Professional Engineer ❑ Business Certificate Permit Application ❑ Notarized Hold Harmless Clause ❑ Proper insurance certificate* ❑ AROC required for Kitchen Hood Installations ❑ Valid City of Phoenix Privilege License (Sales) Tax ❑ Permit fee $150
• Special Suppression Systems	❑ One of the following certificates related to the type of work being performed held by the Business Certificate Holder: Manufacture certification, NICET 3 or higher, or Certified Professional Engineer ❑ Business Certificate Permit Application ❑ Notarized Hold Harmless Clause ❑ Valid Arizona Registrar of Contractors License ❑ Proper insurance certificate* ❑ Valid City of Phoenix Privilege License (Sales) Tax ❑ Permit fee $150

*General liability limit of $1,000,000 or greater. City of Phoenix must be listed as Additional Insured. Certificate holder should be listed at the same address shown on the application.

3. Accepted Certification Agencies

Codes & Standards Assessments (CSA)	www.csaexams.com or (501) 679-3345
NICET	www.nicet.org or 1-888-IS-NICET

4. Requirements:

PFC requires that a "Competent Party" must be on each job site for inspections to occur. 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, and Certified Professional Engineers.

Phoenix Fire Department

Fire Prevention

Business Certificate Permit Application F171

Permit Fee: $150 per permit application

Check All Boxes Applying For:

- ☐ Automatic Sprinklers
- ☐ Fire Alarm Systems
- ☐ Special Supression Systems
- ☐ Underground Fire Line and/or Hydrants
- ☐ Portable Fire Extinguishing Systems
- ☐ 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

See attached documentation for description of conditions that must be met prior to the issuance of this permit.

Hold Harmless Clause

"_____, its successors and assigns, hereby agrees to save and hold harmless the City, any of its departments, agencies, officers or employees, all of whom while working within their respective authority, from all cost, injury and damage incurred by any of the above, and from any other injury or damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any provision of this agreement by_____, its agents, or any of its independent contractors. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys' fees. This save harmless clause is not intended to indemnify against any cost or damage, or portion thereof, caused by the City, any of its departments, agencies, officers or employees".

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands this _____day of _____, 20_____.

Principal Signature

_____

Title

_____

STATE OF ARIZONA}
County of Maricopa}

The foregoing instrument was acknowledged before me this_____day of

_____, 20_____,by_____.

_____
Notary Public

My commission expires:
_____

_____
Witness

_____
Date

Phoenix Fire Department

Fire Prevention

Credit Card Payment Form*

* 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 for Records Requests Address Researched:	
Company Requesting Research:	
What are you paying for?: Records, Job Name, Event, or Permit Number:	
Business, Event, or Job Address:	
Name of Event (if applicable):	
Credit Card Number:	Expiration Date:
Cardholder Name:	Amount to be Charged:
Credit Card Billing Address:	Billing Zip:
Contact Name:	Phone Number:
Other Instructions (i.e. fax/email receipt):	

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

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

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Use for Records Requests Address Researched:	
Company Requesting Research:	
What are you paying for?: Records, Job Name, Event, or Permit Number:	
Business, Event, or Job Address:	
Name of Event (if applicable):	
Credit Card Number:	Expiration Date:
Cardholder Name:	Amount to be Charged:
Credit Card Billing Address:	Billing Zip:
Contact Name:	Phone Number:
Other Instructions (i.e. fax/email receipt):	

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