



SUMMIT FIRE & EMS AUTHORITY

(970) 262-5100

P.O. Box 4910

Frisco, CO 80443

summitfire.org

Summit Fire & EMS Permit Process

You're receiving this letter because you applied for a permit. To help you understand our permitting process please read the directions below. When work has been started without the receipt of a permit, the permit fee may be **doubled**. All fire department permits shall be maintained on the site of permitted work. A fire department permit is required for all:

- Tenant finish/ Remodels
- Solar
- New construction (including commercial buildings and multifamily residential buildings)
- Tents
- Occupancy change/ Owner change
- Fire detection and suppression systems in residential or commercial
- Other permits required by the current adopted fire code as amended. Example: fire mitigation, medical gas, gates, underground tank installation, commercial kitchen hood, life safety, etc.

What is required with the permit application?

1. ____ Payment made out to Summit Fire & EMS for permit fee. E-checks or credit card payments are available online at Summit Fire & EMS website. (You need Summit Fire & EMS permit number)
2. ____ 2 sets of plans with devices highlighted, 1 digital copy (thumb drive preferred), 1 paper copy.
3. ____ Copy of current NICET III Certificate and/or Fire Protection Engineer License.
4. ____ 2 sets of calculations. 1 paper and 1 digital copy (thumb drive preferred).
5. ____ 2 sets of cut sheets with devices highlighted. 1 paper and 1 digital copy (thumb drive preferred).
6. ____ Fire alarm installers are required to have a minimum of a current NICET II or a **Denver Fire** fire alarm systems license.

Permits may be submitted in person to the Community Risk Division, 0035 County Shops Road, Frisco, CO 80443 or online (prior permission only) at fpd@summitfire.org. Permit fees are due at time of application by check, credit card, or cash.

Lost permits will be subject to a reissuing fee of \$25

Please call Summit Fire & EMS at 970-262-5100 for permit questions.