



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 accessible on the site of permitted work. A fire department permit is required for all:

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

What is required with the permit application?

1. Payment for permit fee. E-checks or credit card payments are available online at Summitfire.org (Checks should be made out to Summit Fire & EMS (please note your permit number).
2. Digital set of plans with devices highlighted.
3. Copy of current NICET III certification &/or Fire Protection Engineer License.
4. Digital set of calculations if you have a fire sprinkler or fire alarm permit.
5. Digital set of cut sheets with devices highlighted if you have a fire sprinkler or fire alarm permit.
6. Fire alarm installers are required to have a minimum of a current NICET II or a Denver Fire fire alarm systems license.

Permits should be submitted through our website at:

Summitfire.org > Permits > Apply for Permit/Permit Sign-off/Fire Mitigation

Once submitted, you should receive a copy of your application via email. Keep up with your email as that is how we will communicate your permit fee which must be paid before plan review commences.

If you have any questions, please review the permits page on our website. If you still have questions then please email permits@summitfire.org or call 970-262-5100 option 0.