



Permit Application Checklist

Permits may be submitted in person to the Community Risk Division, 0035 County Shops Road, Frisco, CO 80443 or online (prior permission only) at summitfire.org, under permits. Permit fee due at time of application by check, credit card, or cash. Call Summit Fire & EMS 970-262-5100 if you have further questions.

1. ____ Project Name (e.g. Smith Residence)
2. ____ **Physical** Street Address and City (PO Boxes and lot numbers are unacceptable)
3. ____ Property Owner Name
4. ____ Property Owner Contact Phone # (Office and Cell)
5. ____ Contractor/Company Name and Address, phone number and email.
6. ____ **For a small life safety system projects, a scope of work letter will be accepted, Please describe your project.**
7. ____ Name of Contact Person for Contractor/ Sub-Contractor/ Company
8. ____ Contact Person's Email Address and Phone # (Office and Cell)
9. ____ Documentation of the valuation of Project by Town or County Building Official for new construction or tenant finish/ remodel permits.
10. ____ Sprinkler Contractors, please supply Data Sheets and Design drawings with a RPZ Cross Contamination device. **(Double check valves will not be accepted)**

Required items to be submitted with the permit application:

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

Incomplete permits or permits submitted without all required items WILL NOT be accepted.

For fees and more information, please go to our website at: www.summitfire.org