



Sun City Fire District – Fire Protection Contractors Approved Contractor Requirements

Effective January 1, 2020, the Sun City Fire District has implemented specific requirements for Fire Protection System Contractors. The District includes Sun City, Youngtown, and Citrus Point.

ALL contractors serving Fire Protection Systems shall hold a current and appropriate contractor's license issued by the State of Arizona. The license will cover services to install, modify and service fire protection systems within the boundaries of the Sun City Fire District. In order to perform work within the district, contractors must be approved. Upon approval, contractors will be included on the Sun City Fire Districts "**Approved Fire Protection Contractors List**".

Please note:

- No Fire Protection Permits will be issued to Contractors that are not on the approved list.
- Approval applies to contractors performing work in the Sun City Fire District throughout the calendar year and is not part of a construction permit as part of a specific project.
- **An annual fee of \$75.00 (nonrefundable) will be required for inclusion on the Fire Protection Contractor's list. (this fee pays for the maintenance of all the application and credentials on the list for each contractor)**
- **The Sun City Fire District Approved Fire Protection Contractors List is valid on a calendar year basis and will expire December 31st of each year. You will be required to renew all information each year in January.**

The following information and subsequent pages are applicable to the formal application process to become an approved contractor or the annual renewal of such. Listed below are the administrative items required at the time an application is submitted to the Sun City Fire District.

Sun City Fire District, Fire Prevention Office

18602 N. 99th Ave.

Sun City, AZ 85373

Fire Protection Contractors – Initial application and/or renewal:

1. Complete the Fire Protection Contractor Application Form (attached hereto or available on the SCFD website at <https://www.scfmd.az.gov>).
2. Provide a copy of the company's current product and liability insurance certificate naming the Sun City Fire District as a Certificate Holder.
3. Provide a copy of your current State of Arizona Contractors license.
4. Submit a copy of any further required submissions specific to your companies identified discipline.

5. Provide the Fire Protection Contractor **Application Fee of \$75.00**, payable to Sun City Fire District.
6. Provide a written statement, on company letterhead and signed by a responsible party of the company that states the following (cut and paste):

[INSERT COMPANY NAME] agrees that persons involved in the design, installation, modification, or inspection of any Fire Protection Equipment within the Sun City Fire District shall be certified for the stated discipline or receive direct supervision by a certified individual.

The following are specific requirements for the various categories on the Fire Protection Contractors List which is required by the Sun City Fire District.

Fire Protection Contractor (definition): Any person, corporation, partnership or other entity engaged in the business of design, installation, monitor, sell, or service any Fire Protection equipment including but not limited to Fire Alarm Systems, Fire Sprinkler Systems, Alternative Fire Suppression Systems, Commercial Cooking Suppression Systems (Commercial Cooking Hoods, Spray Booths, etc.), CO2 systems, Commercial Hood Cleaning, Emergency Responder Radio Coverage Systems, Smoke Control Systems.

Required Permits: Any person, corporation, partnership or other entity engaged in the business of design, installation, monitor, sell, or service within the Sun City Fire District shall obtain a construction permit from the Sun City Fire and Medical Department. Construction Permits will not be issued to a Fire Protection Contractor until such time as the listed permit holder is included on the Sun City Fire District's Approved List of Contractors.

Supervision of Work: Each fire protection system design, installation, modification, or inspection job shall receive "direct supervision" from a "competent on-site person" or persons possessing the following necessary approvals:

Fire Alarm Installation: For Fire Alarm installation, modification, or inspections - one or more of the following:

1. National Institute of Certification in Engineering Technology (NICET) fire alarm level II; or
2. Fire Protection Engineer; or
3. Other certification acceptable to the Fire Code Official.

Fire Sprinkler Installation: For Fire Sprinkler System and underground fire line installation, modification, or inspections - one or both of the following:

1. National Institute of Certification in Engineering Technology (NICET) fire sprinkler level II; or
2. Fire Protection Engineer or
3. Other certification acceptable to the Fire Code Official.

Special Hazard Fire Systems: For Fire Special Hazard Fire System installation, modification or inspections - one or more of the following:

1. National Institute of Certification in Engineering Technology (NICET) special hazards suppression systems level II;
2. Fire Protection Engineer; or
3. Other certification acceptable to the Fire Code Official.

Emergency Responder Radio Coverage Systems: For Emergency Responder Radio Coverage Systems installation, modification or inspections - one or more of the following:

1. A valid FCC-issued general Radio License; and
2. National Institute of Certification in Engineering Technology (NICET) level II;
3. Fire Protection Engineer; or
4. Other certification acceptable to the Fire Code Official.

The “***competent on-site person***” shall have in their possession documentation of their qualifications and a picture I.D. These documents must be presented to the Fire Code Official or designated representative upon request.

Inspections: Each fire protection system installation, modification, or inspection job shall receive “direct supervision” from a “competent on-site person” or persons possessing the following necessary approvals:

- Inspections in the field will be denied and issued a red tag should the listed permit holder not have the appropriate “competent on-site person” at the inspection.
- 2nd and subsequent re-inspections will be assessed a \$150.00 Fire Marshal inspection fee that must be paid before any additional inspections can be processed.
- Spot inspections in the field where it is discovered that work on the fire protection system(s) is being performed, including subcontractors, without the required “competent on-site person” supervising the work will result in a “Stop Work Order” being issued. The permit will be locked and will require that an inspection be called to release the stop work order. This inspection request will count as one of the two allowed inspections under the permit for the appropriate phase (rough or final).