



**COLORADO SPRINGS FIRE DEPARTMENT**  
**Division of the Fire Marshal**  
**Administrative Ruling**



<b>Number:</b>	<b>2024-4</b>		
<b>Subject:</b>	<b>Proprietary Property Fire Alarm ITM Limited Licensing</b>		
<b>Reference:</b>	<b>2021 Colorado Springs Fire Code, Section 901.1.1 2022 NFPA 72: National Fire Alarm Signaling Code 2023 Pikes Peak Regional Building Code</b>		
<b>Effective Date:</b>	<b>9/24/2024</b>	<b>Issued By:</b>	<b>Kris Cooper</b>
<b>Revision Date:</b>		<b>Revised By:</b>	
<b>Approval Date:</b>	<b>9/24/24</b>	<b>Approved By:</b>	<b>Brett T. Lacey</b>

**PURPOSE:**

The purpose of this Administrative Ruling is to identify when and how an organization can use in-house employees to conduct inspection, testing, and maintenance (ITM) of fire alarm systems.

**SCOPE:**

The scope of this ruling shall apply to organizations such as schools, colleges, local utilities, and similar organizations who employ staff capable of performing fire alarm ITM in accordance with the provisions of the applicable codes and standards.

**DESCRIPTION OF ISSUE:**

Some organizations have many facilities or large campuses that have multiple fire alarm systems. The fire code requires those systems to receive annual ITM, which can be expensive and burdensome when hiring outside licensed contractors. Previously, the Fire Code Official had granted exceptions to the licensing requirements of the fire code to allow organizations to use qualified in-house staff to conduct required ITM. However, this approval process has not been properly documented, leading to some internal and external confusion.

**DECISION:**

Organizations, such as those described above, may request approval from the Fire Code Official to employ at least one Fire Alarm Inspector for the sole purpose of conducting fire alarm inspection, testing, and maintenance on their own property. This request must be submitted in writing to the Fire Code Official and include justification of the request and documentation of at least one or more qualified Fire Alarm Inspectors. Along with the request and documentation of at least one certified Fire Alarm Inspector, the organization will be required to submit documentation from their insurance

underwriter authorizing the use of an in-house inspector rather than a third-party contractor for their ITM services.

If approved by the Fire Code Official, the organization will be registered with the Colorado Springs Fire Department in lieu of the required Fire Alarm Contractor requirements. The Fire Alarm Inspector must be qualified and licensed as a Fire Alarm Inspector in accordance with Chapter 2, Section RBC208.7 of the 2023 Pikes Peak Regional Building Code. Qualifications to apply for a Fire Alarm Inspector License include a minimum of NICET Level II certification in fire alarm systems, NICET Level II certification for the inspection of fire alarm systems or take an approved exam with a passing score as determined by the approved testing agency.

The Fire Alarm Inspector is only allowed to perform ITM duties for fire alarm systems owned/maintained by the organization. This does not authorize the licensed individual(s) to install, add to, alter, reprogram, or repair fire alarms systems beyond the replacement of batteries or fire alarm devices that do not require removal or modification to fire alarm wiring.