



**Colorado Department of Public Safety
Division of Fire Prevention and Control**
700 Kipling St STE 4100
Lakewood, CO 80215
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Colorado.gov/dfpc



AGENCY LETTER

*This form is to be used as an endorsement and affirmation by the Agency Executive that the person named below is employed by and performs Fire Safety Inspections and/or Plan Review on behalf of their agency.

Date: _____

☐ New

☐ Renewal DFPC Certification Number: _____

Agency Name: _____ FDID (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

☐ This agency has jurisdiction for fire code and/or fire suppression system inspections and plan review.

Applicant Name: _____

Desired Certification Level:

☐ Fire Inspector I

☐ Fire Inspector II

☐ Fire Inspector III – Plans Examiner

The above listed personnel is currently employed with our Agency and routinely performs the following on our behalf:

☐ Maintenance Inspections

☐ Fire Suppression System Inspections

☐ Construction Inspections

☐ Residential Fire Suppression System Inspections/Plan Reviews

☐ Construction Plan Reviews

☐ Fire Suppression System Plan Reviews

This applicant has the following qualifications/certifications:

(Please list qualifications/certifications; please attach additional sheets as needed)

Other agencies the Agency has an MOU or IA with and for which this Inspector will be responsible for conducting inspections and/or plan reviews (Please note, it is the responsibility of the Agency to maintain record of all current MOUs and IAs and to notify DFPC when one listed herein no longer applies):

Included with this submittal is the required documentation demonstrating the applicant's competency to perform Fire Inspections and/or Plan Review. To the best of our knowledge they meet all requirements for certification at the Desired Certification Level.

Name and Title of Agency Executive: _____

E-mail Address of Agency Executive: _____

Signature of Agency Executive: (digital signature is acceptable) _____

08/31/2023

DFPC