



Eagle River Fire Protection District Submittal Requirements

Permit applications should be emailed to prevention@eagleriverfire.org or submitted in-person at the Eagle River Fire Protection District (ERFPD) administrative offices during business hours: Monday – Thursday 9:00 am to 4:00 pm.

Friday visits and after-hours submissions are available by appointment only.

Applications will not be reviewed until payment is received. Please refer to the fee schedule for payment amount. At this time, ERFPD accepts payment by check only.

Design drawings need to be sent in one file. All cut sheets need to be sent in one file. Incomplete applications will be returned.

Mailing Address

Eagle River Fire Protection District
Attn: Prevention Bureau
PO Box 2942
1050 Edwards Village Blvd
Edwards, CO 81632

Current Codes

2021 IFC (International Fire Code) and ERFPD Amendments
2021 IBC (International Building Code)
2025 NFPA 72 (National Fire Protection Association)
2022 NFPA 13 (National Fire Protection Association)

Notice

All installers are required possess a current certification at either the NICET II lever or higher or have a State of Colorado Sprinkler Fitter License. Apprentices are only allowed to work under the direct supervision of a certified technician.

PO Box 2942, 1050 Edwards Village Blvd, Edwards CO 81632

Phone: 970-748-4739 Fax: 970-949-7965

Website: www.eagleriverfire.org

Email: prevention@eagleriverfire.org

Revised: 12/2025



Fire Alarm

Scope of Work (SOW)

- Scope of Work is required for any movement or addition of device, that is not considered maintenance, to be up to five devices. More than five devices require a full submittal.
- Completed, signed permit application, including the appropriate building permit number.
- Check for the correct amount, made out to ERFPD.
- Detailed Scope of Work Memo on company letterhead, signed.
- Cut sheets, if needed.
- SOW must be signed by NICET III or above, or a Fire Protection Engineer (FPE).
- Copy of the signed contract may be requested to verify job valuation.

Fire Alarm – Full Submittal (new construction or significant remodel)

- Completed, signed permit application, including the appropriate building permit number.
- Check for the correct amount, made out to ERFPD.
- Plans (PDF is preferred):
 - PDF of plan set, cut sheets, and hydraulic calculations
 - Plans must be signed by NICET III or above, or a Fire Protection Engineer (FPE).
- Voltage drops and battery calculations: either separated or included on the plans.
- One site plan.
- One reflected ceiling plans and interior elevations.
- Copy of the signed contract *may be* requested to verify job valuation.

Fire Sprinkler

Scope of Work (SOW)

- Scope of Work is required for any movement or addition of device, that is not considered maintenance, to be up to five devices. More than five devices require a full submittal.
- Completed, signed permit application, including the appropriate building permit number.
- Check for the correct amount, made out to ERFPD.

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- Detailed Scope of Work Memo on company letterhead, signed.
- Cut sheets, if needed.
- SOW must be signed by NICET III or above, a Colorado State Licensed Fire Contractor, or a Fire Protection Engineer (FPE).
- Copy of the signed contract may be requested to verify job valuation.

Fire Sprinkler – Full Submittal (new construction or significant remodel)

- Completed, signed permit application, including the appropriate building permit number.
- Check for the correct amount, made out to ERFPD.
- Current copy of contractor's license for the Town of Avon (if applicable).
- Plans (PDF is preferred):
 - PDF of plan set, cut sheets, and hydraulic calculations
 - Plans and calculations signed by NICET III or above, or a Fire Protection Engineer (FPE).
- Complete detailed water test flow results.
- One site plan.
- One reflected ceiling plans.
- One interior elevation.
- Copy of the signed contract may be requested to verify job valuation.

Life Safety Systems

- Other permitted work that does not fall under fire alarm or fire sprinkler will use the Life Safety Systems Permit Application. These include, but no limited to:
 - Above ground tank installation
 - Compressed Gas and Detection Systems
 - Flammable Combustible Liquid Storage
 - High Pile Storage
 - Underground Fire Supply Line
- Completed, signed permit application, including the appropriate building permit number.
- Check for the correct amount, made out to ERFPD.

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