

## FSA Frequently Asked Questions

### **1. Does holding an FSA License make me liable if a summons is issued?**

A: No, holding an FSA License does not automatically make you liable. Although your name may appear on a summons since it must be addressed to a person, the City Attorney will update the summons accordingly. The responsibility for fire code violations lies with the owner or their authorized agent, as stated in the Fire Code.

### **2. How long is the FSA License valid?**

A: The FSA License is issued annually. You will need to renew it each year by paying a nominal fee, which indicates your continued involvement in the business. A refresher class is only required when there is a code cycle change. The 2022 Denver Fire Code Amendments have recently been adopted by the City and County of Denver. The next mandatory refresher class will be in 2025 for the 2024 Fire Code.

### **3. I have completed the class but haven't received my license. How can I obtain it?**

A: Please contact the third-party vendor who conducted the class. The vendor submits a roster to the DFD (Denver Fire Department), and we issue the license to them for distribution. This process allows the vendor to follow up and assist their clients with Emergency Plans or setting up their binder.

### **4. Whom should I contact for license renewal?**

A: To renew your license, send an email to [DFDLicensing@denvergov.org](mailto:DFDLicensing@denvergov.org), providing your license number, name, and email address. You will receive a payment link. Once your payment is received, the renewed license with the updated expiration date will be sent to you via email.

### **5. How many buildings can an FSA License holder serve?**

A: An FSA License holder can be the designated contact for up to three buildings. If you are responsible for another building, you must delegate an FSA contact on the days when you are not physically present in that building.

### **6. What if my emergency duties prevent me from participating in the Emergency Response Team?**

A: As the FSA, you have the authority to designate an alternate who can collect and provide Emergency Coordinator Reports to the Fire Department in situations where your emergency duties prevent your direct involvement in the Emergency Response Team.