Denver Fire Department
Fire Prevention Division
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Denver, CO 80204
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www.denvergov.org/fire

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To all Denver Fire Approved Vendors:

Required FACILITY SAFETY ADMINISTRATOR Class

Per Denver Fire Code, a Fire Safety Administrator (FSA) class is now mandatory. High-rise buildings must have a licensed FSA by December 31, 2024. Failure to complete training by your 2024 inspection may result in a violation and an Order to Comply.

Section 403.12 Facility manager certification is added as follows:
403.12 Facility manager certification. All personnel responsible for facility maintenance, fire safety emergency procedures, evacuation plans, evacuation drills, employee training and response procedures, hazard communication, resident training, tenant identification, emergency response team formulation and training, hazardous materials management plans, hazardous materials inventory statement, etc. shall complete a Denver Fire Department approved training course and shall have a current certification issued by the Denver Fire Department.

Quick Facts:

1. Each building must have at least one certified FSA; two are recommended. An FSA may oversee up to three buildings within the same company if they are within a 30-minute drive and approved by the fire code official.
2. The FSA class (24 hours of initial training) must be completed through a DFD-approved vendor.
3. The annual FSA renewal license fee is $50 for 2025 and will increase to $75 in 2026.
4. No refresher course is required in 2025.
5. Starting January 2026, buildings with 500 occupants or 100 people above or below the exit discharge floor must have an FSA and an all-hazard Emergency Action Plan.

Following is a link to Denver Building and Denver Fire 2022 Amended Codes. Please see section 403.12 in the Fire Code Amendments:

https://www.denvergov.org/files/assets/public/community-planning-and-development/documents/ds/building-codes/2022-denver-building-and-fire-code.pdf

Evacuation drills must be completed per fire code requirements. Companies should continue Emergency Coordinator (Floor Warden) training and evacuation training, keeping records of all sessions. Submit fire drill reports to denfpb@denvergov.org. The FSA class is separate from this training.

These training and licensing requirements are separate from any federal or state regulations. Building owners should consult the appropriate agency for compliance questions or email denfpb@denvergov.org for assistance.

Sincerely,

Eric E. Reed

Eric E. Reed, Lieutenant
Fire Prevention Division