



# OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

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TO: All Licensed Industries  
FROM: Sherrie Clark  
DATE: June 11, 2010  
SUBJECT: 2011 Renewals

Dear Licensed Industry:

It is that time of year again! Renewal applications for 2011 will be accepted starting August 1<sup>st</sup>, 2010.

The deadline before a late fee will be imposed is November 1<sup>st</sup>, 2010 for portable fire extinguisher and fire suppression systems renewals per the rules and regulations.

The deadline before a late fee will be imposed is December 1<sup>st</sup>, 2010 for sprinkler license renewals per the rules and regulations.

All industries **first licensed in 2009** please include a sample of your tags, collars and all labels with your application not just a photo copy.

Companies that renewed in 2010 should be familiar with the online renewal procedure. Please go to our website to the "**Renewal**" tab on the engineering home page and download the renewal form and save to your computer.

All companies:

1. Complete and submit application as requested before your industry renewal deadline
2. Do not leave any boxes blank on the form; enter **N/A** if it does not apply to your company or applicant.
3. Make sure you have all documents before you **email or fax** your online renewal application submittal to us.
4. No application will be held in our office for lack of documentation; so make sure you have all your documents before submitting.

5. We will return your renewal application to you at your email address or fax number on the application if incomplete and you must resubmit.

For the sprinkler industry the fees have changed due to HB 1055 effective May 12, 2010:

1. Sprinkler Contractor's License renewal \$75.00;
2. Certificate of competency license renewal \$150.00;
3. Inspector renewal \$75.00; and
4. Designer renewal \$75.00.

For Portable Fire Extinguisher License and Fire Suppression Systems License:

1. The fees for portable fire extinguisher and fire suppression companies are fixed by regulations.
2. A hearing will be held for comments before implementation.
3. The Legislature passed HB 1055 and it was signed by the Governor to increase the fee for permits to \$75.
4. The fee will stay the same as last year for technicians until the hearing.
5. No fee increase was proposed for "licenses for businesses" for portable fire extinguisher or fire suppression systems businesses.

The following is in regard to R&R 120-3-23: If you have added an industry type to your company and haven't had a facility or mobile inspection for that industry type you need to contact [asmith@sfm.ga.gov](mailto:asmith@sfm.ga.gov) to be placed on the inspection list for a date and time for Mr. Crawley to conduct the inspection. Please state in your email in the subject line: the name of your company and that this is a new industry type inspection. (This means you have never had an inspection for this license type). If you are due a 5 year inspection please put 5 year inspection in subject line.

Include in with your renewal application, a copy of all continuing education unit hours certificates for each technician where applicable. Please review the rules and regulations again for documentation required for each license or permit type. (Remember to return permits for past technicians per the regulations). You don't want them out there working under your company name after they have left your company.

Services tags must be compliant tags that have been approval by our office. Please provide a good photo copy, front and back, of your tags that was submitted with your 2010 renewal and that you are using for 2011. Include with your company letter three samples of your conductivity test labels for portables with your 2011 application.

If you were first licensed in 2009 please send three sets of your sample tags, collars and labels along with your conductivity test labels for portables.

## INFORMATIONAL SHEET

### Portable Fire Extinguisher License and Fire Suppression License & Permits

1. Renewal application (online and complete all boxes)
2. Company letter outlining licenses requested and services provided
3. Signature of each technician on renewal

4. Copy of CEU certificate, if applicable
5. Copy of current certification
6. Photo copy of current tags, labels & conductivity test label, if FEP
7. Updated insurance certificate and surplus lines affidavit if applicable
8. (Notify our office of all ex-employees not renewing and return permit)
9. Citizenship form
10. Fees
11. **Do not** mail the renewal form!
12. If you handwrite the form, please **PRINT ONLY!**

Sprinkler Contractors License; Certificate of Competency; Inspectors and Designer License

1. Renewal application (online)
2. Company letter outlining licenses requested and services provided
3. Signature of each applicant on renewal form
4. Copy of current NICET certificate
5. Photo copy of current tags
6. Updated insurance certificate
7. (Notify our office of all ex-employees not renewing)
8. Citizenship form
9. Fees
10. **Do not** mail the renewal form!
11. If you handwrite the form, please **PRINT ONLY!**

- Please check your renewal application before you submit to us; if it is incorrect it will be returned to you on the day we receive it; including your check.
- We will not hold any applications waiting on documentation this year.

Please apply early since the end of the year generally is a busy time for everyone!

Don't be faced with a \$250.00 late fee penalty renew applications before the deadline!