



**OFFICE OF INSURANCE
AND SAFETY FIRE COMMISSIONER**

620 West Tower
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Atlanta, Georgia 30334
(404) 656-7089 or (404) 656-2064
www.gainsurance.org

July 11, 2009

Re: 2010 License and Permit Renewals

Dear Licensed Industry:

This year I had hoped to have an online renewal for licensing but due to the State budget and shortage of staffing this did not happen. I did manage to create an interactive form for online access to the renewal applications which has all industries renewals combined into one form. There is less paper to submit so you should only have a minimum of 4 pages to complete for all of your renewals by the business for all renewal, this includes all industry types. There are two addendum pages if you need more space for employee permits or licenses. Remember this is only for renewals, not original applications. The revised applications are online which you should use for provisional permit holders & new license or permit holders who did not hold a permit or license in 2009. Sprinkler renewals are included in this form since some industries crossover into portables & fire suppression business. No continuing education units required for sprinkler.

I think that this will expedite the processing of renewals and help with getting your licenses and permits to you before the end of this year when they will expire. Since there is less paper to send in this should mean faster turn around on renewals.

I am going to include a short check list with this letter so you will have information that is required for each license or permit type for renewal. *Please do not submit for any renewal if you do not have all of your documentation for that renewal.*

No paper renewal will be accepted, only electronic format which you will email or fax.

Go to www.gainsurance.org then Fire Marshal, Engineering and Renewal License tab. Click on the instruction link for the how-to-complete form instructions. Complete the form, save it; print it, and the two pages that require signatures; sign and notarize. Then scan and email the completed renewal to email address on application or fax to the number on the application.

You will only have to mail in the following documents for renewals:

- 1) Company letter outlining industry type(s); any changes in duties; info for new employees renewing.
- 2) Service tags, etc, if reordered since last year

- 3) Current insurance certificate
- 4) Continuing education certificate (must show date received, expiration date, number of hours)
- 5) Fees
- 6) Facility inspection will be needed if it has been over 5 years since last inspection/this will not hold up your renewal but please call James Crawley for an inspection or email him at jcrawley@sfm.ga.gov to schedule inspection.

If you have someone who held a license or permit last year with another company that is now employed with your company you may use the online access form. You will need to mark the renewal at his/her name as an **amended**. There is no fee for this since this is a renewal.

You will need to include in your company letter the name, home address, home phone for the new employee renewing to provide current information that we can verify against last license/permit year.

The revised applications are online on the license forms page. Do not use these forms for renewals except the provisional permits. The original revised applications are for unlicensed or unpermitted individuals in 2009.

If you have reordered your service tags, collars or labels you will need to send 3 sample sets. If we gave an approval to use your tags not meeting requirements, you must provide approved tags & etc for 2010 year.

Remember continuing education hours are required for portable and fire suppression permits and must be submitted at the time of renewing. If a renewal doesn't have continuing education hours needed to renew do not submit a renewal for him/her until you do. When you renew have all documentation needed to renew. Sprinkler renewals please provide a copy of your certification with your email or faxed renewal.

If you do not own a computer your local library has computers for public use.

I believe the renewal form is self explanatory so I won't go into completing it here just go to our website for complete instructions. If you need assistance you may email me or Angela Smith in licensing and either of us will be happy to assist you.

Sincerely,



Sherrie G. Clark



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ALL BUSINESS LICENSES / PERMITS RENEWAL DOCUMENTS CHECKLIST

[Fire Extinguisher License Application with:](#)

- 1) Secretary of State Corporate Registration (current)
- 2) Current insurance certificate
- 3) Service tags, collars, labels
- 4) D.O.T R.I.N Letter/ optional
- 5) Pre-license facility inspection request /(mobile)-optional
- 6) Fee

[Pre-engineered Industrial Fire Suppression Systems License Application with:](#)

- 1) Secretary of State Corporate Registration (current)
- 2) Current insurance certificate
- 3) Service tags, collars, labels
- 4) D.O.T R.I.N Letter/ optional
- 5) Pre-license facility inspection request / (mobile)-optional
- 6) Fee

[Pre-engineered Kitchen Fire Suppression Systems License Application with:](#)

- 1) Secretary of State Corporate Registration (current)
- 2) Current insurance certificate
- 3) Service tags, collars, labels
- 4) D.O.T R.I.N Letter/ optional
- 5) Pre-license facility inspection request /(mobile)-optional
- 6) Fee

[Engineered Fire Suppression Systems License Application with:](#)

- 1) Secretary of State Corporate Registration (current)
- 2) Current insurance certificate
- 3) Service tags, collars, labels
- 4) D.O.T R.I.N Letter/ optional
- 5) Pre-license facility inspection request /(mobile)-optional
- 6) Fee

Other:

All license application must have a company letter outlining the industry and services provided. For 2010 any new unlicensed business or permit in 2009 please use the revised original applications on the licensing forms page; do not use the renewal online form. The rules and regulations 120-3-23 require a facility inspection if you have not had a facility inspection within the last 5 years please contact our office to schedule one; your license will not be held but you need to schedule a re-inspection or inspection; if your business is out of state and you do service work in Georgia you will need a mobile inspection. Please request inspection within 90 days of renewal of licensure

Note: Do not complete the renewal form unless you have all documentation!
Provisional permit holders must complete the original application for renewal.

[Fire Extinguisher Permit Application with:](#)

- 1) Certification certificate showing date received and expiration
- 2) Digital headshot (if photo was hardcopy last year)
- 3) Continuing education certificate credits of 8 hours annually (must show hours received)
- 4) Applicant signature
- 5) Fee

[Pre-engineered Industrial Fire Suppression Systems Permit Application with:](#)

- 1) Certification certificate showing date received and expiration
- 2) Digital headshot (if photo was hardcopy last year)
- 3) Continuing education credits of 8 hours annually
- 4) Applicant signature
- 5) Fee

[Pre-engineered Kitchen Fire Suppression Systems Permit Application with:](#)

- 1) Certification certificate showing date received and expiration
- 2) Digital headshot (if photo was hardcopy last year)
- 3) Continuing education credits of 8 hours annually
- 4) Applicant signature
- 5) Fee

[Engineered Fire Suppression Systems Permit Application with:](#)

- 1) Certification certificate showing date received and expiration
- 2) Digital headshot (if photo was hardcopy last year)
- 3) Continuing education credits of 8 hours annually
- 4) Applicant signature
- 5) Fee

[APPROVED CERTIFICATION](#)

Pre-engineered kitchen, Pre-engineered industrial, Engineered Suppression license or permit:
Manufacturer Certification, NICET, and NAFED Certification or other pre-approved training.

Portable Fire Extinguisher license or permit:
Manufacturer Certification, and NAFED Certification or other pre-approved training.

PLEASE READ THE RULES AND REGULATIONS APPLICABLE TO YOUR INDUSTRY TYPE FOR COMPLETE INFORMATION OF ALL REQUIREMENTS RULES AND REGULATIONS 120-3-23.

PLEASE READ RULES AND REGULATIONS 120-3-19.

[2010 SPRINKLER RENEWAL LICENSES:](#)

- 1) Application for license-online form faxed or emailed
- 2) General Liability Insurance
- 3) Current Service tags (APPROVED)
- 4) Certification for license
- 5) Fees
- 6) Company letter outlining industry and work performing