Fire Alarm Corporate Check-Off List

Every item listed below must be included in the application in order for it to be accepted and processed. If you are issued a license you will be listed on the website at www.montgomerycountymd.gov/firemarshal under "Licensed Contractors"

_____ $220 fee

_____ Completed Application (page 1)

_____ DQI Section (Clearly filled out with good email and phone#)

_____ DQI Qualification documents

_____ Insurance Certificate

_____ Affidavit (read and signed by applicant)

- Signature Page
- Name clearly printed
- Witness (can be front office personnel, if the applicant has ID)

Failure to submit the above items will result in the rejection of your application.

I have submitted all of the above necessary items.

_____ _____
Signature Date

_____
Printed Name

OFFICE USE ONLY

Name of person accepting application _____
Date Accepted _____

Once form is completed, please make a copy and return to the applicant. The copy serves as their receipt.

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
OFFICE OF THE FIRE MARSHAL

FIRE ALARM CORPORATE LICENSE APPLICATION

CHECK ONE: [ ] NEW APPLICATION
[ ] RENEWAL – PRESENT LICENSE NO. _____

Total fee <u>per endorsement</u> due with this application: $ 220.00
(checks only, made payable to Montgomery County)

<u>SUBMIT APPLICATION AND FEE TO</u>
FIRE CODE COMPLIANCE SECTION
100 Edison Park Drive, 2nd floor
Gaithersburg, MD 20878

<u>FOR INFORMATION CONTACT</u>
FIRE CODE COMPLIANCE SECTION
100 Edison Park Drive, 2nd floor
Gaithersburg, MD 20878
240-777-2457 FAX: 240-777-2465
Website: montgomerycountymd.gov/firemarshal

All personal & employment information is strictly confidential and is not shared with any organization outside the Fire Code Enforcement section

THIS BUSINESS WILL: ☐ Perform Inspections, Maintenance & Testing

<u>PLEASE TYPE OR PRINT CLEARLY</u>

Company Name: _____

Company Address: _____

City/State/Zip: _____

Company Phone: _____ Fax: _____

E-mail: _____ Cell Phone: _____

Designated **Q**ualified **I**ndividual**:**

_____ _____
Name (please print) **Signature**

_____ _____
Email **Phone**

Please attach qualification documents for "DQI"

FOR FIRE CODE ENFORCEMENT USE ONLY

Approved: _____ License # _____ Disapproved: _____

Reason if Disapproved: _____

Authorized Signature:_____Date: _____

AFFIDAVIT

GENERAL REQUIREMENTS FOR ALL FIRE ALARM "I&T" LICENSE APPLICANTS

(A) GENERAL INSTRUCTIONS

1. LICENSES/MISCELLANEOUS: A license issued by the Montgomery County Fire Marshal is required to inspect or test any fire alarm system and/or equipment.
    - Permits must be obtained from the Department of Permitting Services for any work to install, alter or add to any fire alarm system and/or equipment prior to beginning work.
    - All license holders will adhere to the terms and conditions as defined by the Fire Marshal.
    - Replacement of a fire alarm control panel constitutes "new construction."
    - Emergency Procedures - see section G, "Impairments"
    - Changes to these requirements will be provided to you prior to renewal of your license.
    - Site specific (e.g. school campus, places of worship, apartment complex) applications will be approved on a case by case basis.

2. INSURANCE
    - Liability Insurance in a total aggregate of $1,000,000.00
    - Montgomery County Fire & Rescue Service to be shown as the certificate holder.
    - A current certificate is to be kept on file in the Office of the Fire Marshal at all times.

3. PENALTIES

    A license may be revoked or suspended for the following:
    - Violations of code.
    - False statements or misrepresentations on your application for a license.
    - Work preformed in an unsafe manner.
    - Failure to abide by this signed affidavit.
    - Failure to notify the Fire Marshal's office of a change of address within 10 business days.

4. ADOPTED CODES
    - Chapter 22 of the Montgomery County Code with amendments
    - 2012 NFPA 1 and NFPA 101 as amended by the State of Maryland
    - 2010 NFPA 72
    - All other referenced codes
    - Current Executive Regulations and Administrative Interpretations amending the above codes

(B) DESIGNATED QUALIFIED INDIVIDUAL (DQI) REQUIREMENTS

1. A DQI must be associated with every Corporate Fire Alarm License. A "Designated Qualified Individual" (DQI) is an owner, employee or independent contractor of a Corporate Fire Alarm licensee who is responsible for overseeing work performed by other persons employed by the licensee and who possesses the required NICET or other approved qualification, or professional engineer qualifications in accordance with the appropriate class of license.
2. Any change of DQI must be provided to the Fire Marshal immediately. The corporate license is invalidated until a new DQI is approved by the Office of the Fire Marshal.

(C) INSPECTION AND TESTING PERSONNEL REQUIREMENTS

All licensed personnel shall be able to do the following:

- Understand the requirements contained in the National Fire Alarm Code and the fire alarm requirements contained in the National Electrical Code.
- Understand basic job site safety laws and requirements.
- Apply troubleshooting techniques, and determine the cause of fire alarm system trouble conditions.
- Understand equipment specific requirements, such as programming, application, and compatibility.
- Read and interpret fire alarm system design documentation and manufacturer's inspection, testing, and maintenance guidelines.
- Properly use tools and test equipment required for testing and maintenance of fire alarm systems and their components.
- Properly apply the test methods required by the National Fire Alarm Code

INSPECTION AND TESTING PERSONNEL: Personnel shall be qualified and experienced in the inspection and testing of fire alarm systems. Personnel shall be able to provide documentation of at least one of the following:

- Personnel who are factory trained and certified for fire alarm system service of the specific type and brand of system. Factory training and certification is intended to allow an individual to service equipment only for which he or she has specific brand and model training.
- Personnel who are certified by a nationally recognized fire alarm certification organization acceptable to the authority having jurisdiction. (e.g. NICET I)
- Personnel who are registered, licensed, or certified by a state or local authority.
- Personnel who are employed and qualified by an organization listed by a nationally recognized testing laboratory for the servicing of fire alarm systems
- Personnel who possess a valid master's or journeyman's electrician license in the state of Maryland.

(D) NATIONALLY RECOGNIZED FIRE ALARM CERTIFICATION PROGRAMS

- Might include those programs offered by the International Municipal Signal Association (IMSA) and National Institute for Certification in Engineering Technologies (NICET). Note: These organizations and the products or services offered by them have not been independently verified by the NFPA, nor have the products or services been endorsed or certified by the NFPA or any of its Technical Committees, or Montgomery County.
- A licensed person shall be on site at all times that fire alarm inspection or testing is occurring.
- Evidence of qualifications shall be provided to the Fire Marshal during the licensing process.

(E) SYSTEM DOCUMENTATION

Records.

- Prior to system inspection or testing, the system certificate and the information regarding the system and system alterations (Record of Completion), including specifications, wiring diagrams, and floor plans, shall be provided by the owner or a designated representative to the service personnel.
- As a minimum, the documentation for all Inspection discrepancies, annual testing results and maintenance discrepancies shall be forwarded to the Fire Marshal within 14 business days of the inspection or test completion. The form shall include all sections covered in NFPA 72 Chapter 14 and specifically list all discrepancies found.

(F) INSPECTION AND TESTING

- The inspection and testing of fire alarm systems, their initiating devices, and notification appliances shall comply with the requirements of NFPA 72 Chapter 14.
- Procedures that are required by other parties and that exceed the requirements of that chapter shall be permitted.

1. Interface Equipment and Fire Safety Functions.
   - Testing personnel shall be qualified and experienced in the arrangement and operation of interface equipment and fire safety functions. As an example, testing of the elevator fire service and shutdown functions will usually require a coordinated multi-discipline effort with presence of qualified service personnel for the fire alarm system, the elevator system, and other building systems.
   - The development of a test plan should be considered to ensure that the testing of these features is accomplished in a coordinated and timely manner.
   - This plan should also ensure that all appropriate parties and personnel are present when needed, and that the testing requirements for both the

fire alarm system and the elevator system are fulfilled. Flow switches, valve tampers, smoke detectors and smoke control systems all fall into this category.

G) IMPAIRMENTS

- The system owner or their designated representative, as well as the Fire Marshal shall be notified when a fire alarm system or part thereof is impaired. Impairments to systems shall include out-of-service events.
- A record shall be maintained by the system owner or designated representative for a period of 1 year from the date the impairment is corrected.
- Where required, mitigating measures acceptable to the authority having jurisdiction shall be implemented for the period that the system is impaired.
- The system owner or owner's designated representative as well as the Fire Marshal shall be notified when an impairment period is completed or discontinued.
- System defects and malfunctions shall be corrected.
- If a defect or malfunction is not corrected at the conclusion of system inspection, testing, or maintenance, the system owner or the owner's designated representative shall be informed of the impairment in writing within 24 hours **and the Fire Marshal shall be notified and acknowledge the receipt of such notification prior to the testing agency leaving the location.**

H) NOTIFICATION

1. Prior to any scheduled inspection or testing, the service company shall consult with the building owner or the owner's designated representative. Issues of advance notification in certain occupancies, including advance notification time, building posting, systems interruption and restoration, evacuation procedures, accommodation for evacuees, and other related issues, shall be agreed upon by all parties prior to any inspection or testing.
   - Before proceeding with any testing, all persons and facilities receiving alarm, supervisory, or trouble signals and all building occupants shall be notified of the testing to prevent unnecessary response.
   - At the conclusion of testing, those previously notified (and others, as necessary) shall be notified that testing has been concluded.
   - The owner or the owner's designated representative and service personnel shall coordinate system testing to prevent interruption of critical building systems or equipment.

2. Test reports may be emailed to:
   Fire.SystemsRecords@montgomerycountymd.gov

3. **Any system out of service for over 4 hours or for an impairment**
   Call: 240-773-8903 and leave a call back number
   Any system out of service for inspection or testing less than 4 hours,
   Call: 240-683-6520

For all other questions call: 240-777-2457 during normal business hours (Monday - Friday; 7:30 - 4:00)
After hours call: 240-683-6520

4. Building Occupant Notification
   Prior to any audible or visual fire alarm testing all occupants of the building, as well as all visitors, must be notified at least 24 hours prior to testing.

I certify, under penalty of perjury, that all matters and facts set forth in this application are true to the best of my knowledge and belief and that I have the authority to make this application on behalf of the company, business or organization referenced within. I further certify that I have a clear understanding of and will adhere to all instructions and requirements set forth in this document.

Signature of Applicant: _____ Date: _____

Applicant *(please print)* _____ Title: _____

Signature of Witness: _____ Date: _____

I have personally observed this applicants photo ID, verifying identity.