



DPS

Montgomery County
Department of Permitting Services

Fire Alarm Individual License – Application Checklist

Every item listed below must be included in the application in order for it to be accepted and processed.

- Fee: \$88 + % for 2 years (\$190.34) – ePay on the DPS website
- Completed Application Page – attached
- DQI Section completed
- Individual qualification documents
- Affidavit (read and signed by individual)
 - Signature Page
 - Name clearly printed

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



FIRE ALARM LICENSE APPLICATION FOR INDIVIDUALS

CHECK ONE:

- New Application
- Renewal: Fire Alarm Lic. #: _____

SUBMIT APPLICATION AND FEE TO:

Online through eServices

This individual will:

Perform Inspections, Maintenance & Testing of Fire Alarms

Individual Name: _____

Title: _____ Cell Phone: _____

E-mail: _____

An individual license must be associated with an approved and valid corporate fire alarm license.

Employer Name: _____ Phone: _____

Employer Corporate Fire Alarm license number: _____

Designated Qualified Individual (DQI): _____

DQI Corporate Fire Alarm license number (if different than employer): _____

Individual Signature: _____

- NICET (any level) in Fire Alarm Technology
- Master or Journeyman
- Professional Engineer

Other: _____

You must include qualifying document(s) with this application. You must notify Fire Code Compliance of a change of DQI within 10 days. Failure to do so may result in suspension or revocation.

Please note that an Individual Fire Alarm License is not required for the DQI if the DQI is working under the Corporate License of the Employer listed above.

Factory training will result in a license limited to the specific brand and model(s) for which the factory training was received.

AFFIDAVIT

GENERAL REQUIREMENTS FOR ALL FIRE ALARM IMT LICENSE APPLICANTS

(A) GENERAL INSTRUCTIONS

1. LICENSES/MISCELLANEOUS: A license issued by the Montgomery County Fire Code Compliance section (FCC) is required to inspect, maintain, 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 Department of Permitting Services must be shown as the certificate holder, with the address listed as: 2425 Reedie Dr, 7th Fl, Wheaton, MD 20902.
- A current certificate is to be kept on file with DPS 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 performed in an unsafe manner.
- Failure to abide by this signed affidavit.
- Failure to notify the Fire Code Compliance section of a change of address within 10 business days.
- Loss of a Designated Qualified Individual (DQI)

4. ADOPTED CODES

- Chapter 22 of the Montgomery County Code with amendments
- 2021 NFPA 1 and NFPA 101 as amended by Montgomery County
- 2024 NFPA 1 and NFPA 101 as amended by the State of Maryland
- 2019 NFPA 72
- All other referenced codes
- Current Executive Regulations and Administrative Interpretations amending the above codes

(B) DESIGNATED QUALIFIED INDIVIDUAL (DQI) REQUIREMENTS

- 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.
- Any change of DQI must be provided to the Fire Code Compliance section immediately. The corporate license is **invalidated** until a new DQI is approved by the FCC.

(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)
- 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.
- A licensed person must be on site **at all times** that fire alarm inspection or testing is occurring.
- Evidence of qualifications shall be provided to the Fire Code Compliance section during the licensing process.

(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.

(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 must be forwarded to DPS within 14 business days of the inspection or test completion by the contractor or building owner, or their designee, via the ePlans portal on the DPS website. The form shall include all sections covered in NFPA 72 Chapter 14 and specifically list all discrepancies found. Reports must be submitted as part of the FCC permit application every year.

(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.
- Procedures that are required by other parties and that exceed the requirements of that chapter shall be permitted.

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 FCC must be notified when a fire alarm system or part thereof is impaired. Impairments to systems 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 must be implemented for the period that the system is impaired.

- The system owner or owner's designated representative as well as the FCC must be notified before an impairment period is 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 Code Compliance section 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 must 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 least **24 hours in advance**.
- 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. Any system out of service for OVER 10 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 10 hours, call: 240-683-6520.**

For all other questions call: 240-777-0311 to speak to Fire Code Compliance

3. 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.**

AFFIDAVIT — FIRE ALARM INDIVIDUAL LICENSE APPLICATION

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 individual: _____ Date: _____

Printed Name: _____