To: Parish Presidents, Mayors, and Building Code Enforcement Departments

From: Boyd Petty, Assistant Chief
      Licensing Section, Office of the State Fire Marshal

RE: Licensing Requirements
    Licensing Section Memo 1-2009

In December, 2005 and October, 2007, this office sent out notice of licensing requirements enforced by the state fire marshal. This memo is designed to remind you of the general licensing requirements for the fire sprinkler, fire protection, security, closed circuit television and locking (locksmiths) system industries regulated by this office through R.S. 40:1664 et seq.

The following industries are currently required to be licensed:

A. Fire Sprinkler Industry
   1. Law regulates commercial fire sprinkler systems/equipment, fire pumps, standpipe systems and hose stations.
   2. Requires the firm to be licensed as well as all sprinkler designers and inspectors.
   3. Firm must possess a minimum of $500,000 general liability coverage and workman’s compensation insurance.
   4. Vehicles must be marked with firm name and license number.
   5. Individuals must have their pocket license on their person while working.
   6. Systems/equipment required to be tagged indicating work performed.

B. Fire Protection Industry
   1. Law regulates commercial fire suppression systems/equipment, commercial fire alarm and detection systems/equipment, fire hoses and portable fire extinguishers.
   2. Requires the firm, technicians and apprentices be licensed.
   3. Firm must possess a minimum of $500,000 general liability coverage and workman’s compensation insurance.
   4. Vehicles must be marked with firm name and license number.
   5. Individuals must have their pocket license on their person while working.
   6. Systems/equipment required to be tagged indicating work performed.

“Is Yours Working??”
Smoke Detectors Save Lives
Office of the State Fire Marshal, Code Enforcement and Building Safety
8181 Independence Boulevard, Baton Rouge, LA 70806
(225) 925-4911 1-800-256-5452
C. Security, Closed Circuit Television and Locksmith Industry
   1. Law regulates commercial and residential security
      systems/equipment, electronic and mechanical locking systems/equipment, closed
      circuit television systems/equipment (including traffic cameras), and residential
      fire alarm and detection systems/equipment.
   2. Requires the firm, technicians, installers, sales persons, and apprentices
      be licensed.
   3. Firm must possess general liability, errors and omission and
      workman’s compensation insurance.
   4. Firm must have a physical location in Louisiana.
   5. Individuals and owners must pass a criminal background check.
   6. Individuals must have their pocket license on their person while working.

All fire marshal licensing requirements can be found on the fire marshal website located at
www.lasfm.org under the Licensing Section. Additionally, please consult with the Louisiana
State Board for Contractors for that entity’s licensing requirements.

If you should find a firm or individual in violation of the law, please submit a complaint form to
my office. The complaint form can be found on the website. The fire marshal actively enforces
these licensing laws and pursues administrative penalties against all firms or individuals found in
violation. With your assistance, we can ensure a safer Louisiana. Thank you for your attention
to this matter. Should you have any questions concerning this matter, please contact me at 800-
256-5452 or locally, (225) 925-7047.

CC: H. Butch Browning, State Fire Marshal
    Dan Wallis, Assistant State Fire Marshal
    Felicia Cooper, Assistant State Fire Marshal
    State Licensing Board for Contractors
    Louisiana State Board of Architectural Examiners
    Louisiana Professional Engineering and Land Surveying Board
    Facility Planning and Control Department
    Office of the Attorney General, Consumer Protection Section
    Louisiana Automatic Fire Alarm Association
    Louisiana Automatic Sprinkler Association
    Louisiana Life Safety and Security Systems Association