



BOBBY JINDAL  
GOVERNOR

## DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

### Public Safety Service



H. BUTCH BROWNING  
STATE FIRE MARSHAL

May 4, 2009

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](http://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