



JOHN BEL EDWARDS
GOVERNOR

LOUISIANA DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS
PUBLIC SAFETY SERVICES



H. "BUTCH" BROWNING, JR.
STATE FIRE MARSHAL

OFFICE OF STATE FIRE MARSHAL

LICENSING MEMORANDUM 6-2021

DATE: September 20, 2021

TO: Life Safety and Property Protection Contracting Industry

FROM: Erin E. St. Pierre, Deputy Chief
Special Services Division 

RE: Acknowledgement of Firm Tagging Compliance

As you know, this Office has traditionally required that sample tags be submitted by firms in order to ensure that firms and authorized personnel (i.e., foremen and licensed technicians) were utilizing tags that contained the correct information pursuant to the administrative rules. Oftentimes, this requirement caused delays in processing applications for a number of reasons, including firms awaiting shipment of tags and/or improper information printed on tags.

While we continue testing electronic tagging—which we anticipate will be available soon—we have reviewed a number of application processes and have decided to cease the requirement of firms to submit their tags to this Office effective immediately.

Instead, all firms will be required to submit a signed acknowledgement form (attached) as to the responsibility of the firm and employees authorized to tag systems in accordance with the administrative code(s) relative to the endorsement(s) held by the firm, as detailed below:

- Fire Protection Licensing (includes fire extinguishers), per Louisiana Administrative Code (L.A.C.) 55:V:3001 et seq.;
- Fire Sprinkler Systems and/or Equipment and Fire Hoses, per L.A.C. 55:V:3101 et seq.;
- Property Protection Licensing, per L.A.C. 55:V:3201 et seq.; and
- Conveyance Devices and Equipment, per L.A.C. 55:V:3301 et seq., (when formally promulgated).

Firms shall submit a signed form at the time of application for initial licenses and annual renewals.

We are hopeful that this change in the application process will result in the issuance of licenses in a more efficient and timely manner.

Should you have any questions regarding this change, please do not hesitate to contact Ms. Tammie Burns at 225-925-4911.

