



JOHN BEL EDWARDS
GOVERNOR

Office of Louisiana State Fire Marshal Code Enforcement and Building Safety

Department of Public Safety and Corrections
Public Safety Services



H. BUTCH BROWNING
STATE FIRE MARSHAL

August 22, 2016

To: All Life Safety and Property Protection Contractors

From: H. "Butch Browning", State Fire Marshal

Re: Emergency Licensing Guidelines

Due to the hardships that have been caused by the recent flooding event, the Office of the State Fire Marshal is implementing the following emergency licensing guidelines and procedures effective immediately.

1. Displaced employee policy:

- a. Employees who have been displaced and would like to work for another licensed firm may do so upon the new firm submitting a letter stating the employee's name, license number, expiration date of license and original employer's name. Displaced workers may work for up to six (6) months with the new firm without a revision application being submitted. The displaced employee must hold the same license endorsements as the new firm. Should the employee have to relocate to a new address, the employee must submit a letter showing his/her new address. There will be no charge for these revisions.
- b. If the employee works for the new firm for more than six months, a revision application must be submitted showing the new firm for which he/she is working. A revision fee of \$20 will be required.
- c. Renewals during the six month period will be handled as normal. The employee will be renewed to the original firm unless he/she chooses to renew with the new firm. All required renewal fees will apply.

Displaced firm policy:

Any firm which must relocate to a new location may continue to operate without interruption. The firm must submit a letter indicating the new location along with a local occupation license and a revised insurance certificate noting the new address within fifteen (15) working days of relocating. There will be no charge for these revisions.

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(225) 925-4911 1-800-256-5452 Fax (225) 925-4593

New employees of existing firms:

a. Applications for new employees of existing firms will be given preference for processing above all other applications.

b. Life Safety Contractors.

- All new employees of currently licensed Life Safety firms will be allowed to go to work upon the fire marshal receiving the application.
- A provisional license will be issued for six (6) months.
- Training requirements will be waived for the first six months.
- All work must be done under the general oversight of the firm's qualifier and a currently licensed technician with the same endorsement as the new employee.
- To maintain the license, the individual must apply and pass the appropriate examinations/training courses for all endorsements held. Failure to obtain the necessary competency requirements within the first six months will result in the license being suspended.

c. Property Protection Contractors.

- All new employees of currently licensed Property Protection firms will be allowed to go to work upon the fire marshal receiving the application and conducting a computer criminal background check of the applicant. Fingerprint cards shall be submitted with the application.
- A provisional license will be issued for six (6) months.
- Training requirements will be waived for the first six months.
- All work must be done under the general oversight of the firm's qualifier and a currently licensed technician with the same endorsement as the new employee.
- To maintain the license, the individual must apply and pass the appropriate examinations/training courses for all endorsements held. Failure to obtain the necessary competency requirements within the first six months will result in the license being suspended.

Renewal of employees of existing firms:

All current requirements for renewing a license will remain in place except that continuing education requirements will be suspended until the firm's renewal date in 2017.

New firms and employees of new firms:

a. All new firms must meet all the necessary requirements set forth in the applicable law or rules prior to a license being issued.

b. All employees of new firms must meet all the necessary requirements set forth in the applicable law or rules prior to a license being issued.

These procedures are effective immediately and will expire on February 1, 2017. Should the situation warrants it, the Office of the State Fire Marshal may continue these policies after this date.

CC: Chief Butch Browning
Chief Brant Thompson
Chief Bryan Adams
Chief Felicia Cooper
Chief Tracy Roberts
Chief Tracy Travis
Chief Architect Joe Delaune
Ms. Linda Luneau
La Life Safety and Security Association
La Automatic Fire Alarm Association
La Fire Sprinkler Association
LOUMIS Locksmith Association