



STATE OF DELAWARE  
OFFICE OF THE STATE FIRE MARSHAL

JOHN W. RUDD  
STATE FIRE MARSHAL

DOVER OFFICE  
HEADQUARTERS

## Licensing Procedures

### FIRE PROTECTION SYSTEM LICENSING INFORMATION AND REFERENCES

The Delaware State Fire Prevention Regulations (DSFPR) require that all Fire Alarm Signaling and Fire Suppression System Companies be licensed through the Office of the State Fire Marshal.

The following will assist with obtaining the applications and information to submit for Fire Protection System Licenses and Certificates.

#### Fire Alarm and/or Fire Suppression Licenses/Certificates

- ◆ Review **Regulation 703**, (License Regulations) Go to [www.statefiremarshal.delaware.gov](http://www.statefiremarshal.delaware.gov) / Regulations, Appeals & Alternatives / Delaware State Fire Prevention Regulations (DSFPR) / Regulation 703, then scroll to
  - ◆ Fire Alarm Signaling - Chapter 4
  - ◆ Fire Suppression (all types except for Fire Extinguishers) - Chapter 5
  - ◆ In-House Fire Alarm Signaling - Chapter 6
  - ◆ In-House Fire Suppression - Chapter 7
  - ◆ Monitoring - Chapter 8 Central Station and Remote Station Services
- ◆ **Exam Requirements** ([www.statefiremarshal.delaware.gov](http://www.statefiremarshal.delaware.gov) Go to Technical Services / Fire Protection Systems Licensing Requirements & Quality Assurance Forms
- ◆ **DSFPR Exam Application** (Application for Special Testing - DSFPR **Class V Fire Alarm & Class IV Fire Suppression** exam) ([www.statefiremarshal.delaware.gov](http://www.statefiremarshal.delaware.gov) / Technical Services / Licensed Public Fire Protection Companies & Testing Applications / Delaware State Fire Prevention Regulation Exam / Class V Fire Alarm Exam / Class IV Fire Suppression Exam Application)
- ◆ Complete Fire Alarm Signaling and/or Fire Suppression Systems Company **License Application** and submit with **required documents** and **fee** (noted on application)
- ◆ Complete Systems **Certificate Holder Application** and submit with **required documents** and **fee** (noted on application)

#### Fire Extinguisher Licenses

Issued to each individual

- ◆ Review **Regulation 703**, (License Regulations) Go to [www.statefiremarshal.delaware.gov](http://www.statefiremarshal.delaware.gov) / Regulations, Appeals & Alternatives / Delaware State Fire Prevention Regulations (DSFPR) / Regulation 703, then scroll to
  - ◆ Fire Extinguishers – Chapter 2
- ◆ Complete Fire Extinguisher License Application
- ◆ Schedule and successfully pass the **Fire Extinguisher exam** given by the Office of the State Fire Marshal
- ◆ Upon successful passing, submit required **fee**

#### **NOTE:**

***Applications are to be typed or handwritten, and submitted to the office with an original signature. Do not submit license or certificate holder applications by e-mail.***

# Licensing Procedures

## Reference Web Sites and Contact Information

### *PRE-LICENSING INFORMATION*

**DELAWARE STATE FIRE MARSHAL'S OFFICE** – applications, forms and instructions are on the Web site at [www.statefiremarshal.delaware.gov](http://www.statefiremarshal.delaware.gov) . Click Technical Services and Fire Protection Systems Licensing Requirements & Quality Assurance Forms.

**DELAWARE BUSINESS LICENSE** - contact the *Division of Revenue* at (302) 577-8778 or [revenue.delaware.gov](http://revenue.delaware.gov)

**DELAWARE STATE FIRE PREVENTION REGULATIONS, FIRE ALARM CLASS V & FIRE SUPPRESSION CLASS IV** – testing application can be found at <http://www.statefiremarshal.delaware.gov>. Click Technical Services and Licensed Public Fire Protection Companies & Testing Applications and Delaware State Fire Prevention Regulation (DSFPR) Exam / Class V Fire Alarm Exam / Class IV Fire Suppression Exam Application and should be submitted with the fee to the Delaware State Fire School. Contact the *Delaware State Fire School* for test scheduling. (302)-739-4773

**NICET CERTIFICATION** (National Institute for Certification in Engineering Technologies) - 1-888-476-4238; (703)-548-1518 OR [www.nicet.org](http://www.nicet.org) [contact NICET to get a study guide for NICET testing].

**NFPA** (National Fire Protection Association) - 1-800 344-3555; (617) 770-3000 – or [www.nfpa.org](http://www.nfpa.org) [contact NFPA directly if you need any reference materials]

**PROFESSIONAL ENGINEER REGISTRATION** - *Delaware Association of Professional Engineers* (302) 363-4588 or [www.dape.org](http://www.dape.org) or e-mail at office@dape.org

**Division of Professional Regulation** - Master Electrician's License (302) 744-4500 or [dpr.delaware.gov](http://dpr.delaware.gov)

**Delaware State Police** - Security Systems and Protective Services License (Burglar) (302) 739-5871 or [dsp.delaware.gov/security\\_systems\\_protective\\_services\\_agencies](http://dsp.delaware.gov/security_systems_protective_services_agencies)

### *POST-LICENSING INFORMATION*

**Plan Review Information** – applications, forms and instructions are at [www.statefiremarshal.delaware.gov](http://www.statefiremarshal.delaware.gov). Click Technical Services and Plan Review to retrieve information for fire protection system plan submissions.

**Quality Assurance Program Information** (inspecting, testing and maintaining fire protection systems) – state inspection forms, instructions and information at [www.statefiremarshal.delaware.gov](http://www.statefiremarshal.delaware.gov). Click Technical Services and Fire Protection Systems Licensing Requirements & Quality Assurance Forms