



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

Application Packet for Certification Fire Alarm/Fire Suppression Firms and Qualifying Persons

Enclosed are the following Bureau of Fire Services (BFS) forms: Application for Certification of Fire Alarm/Fire Suppression Firm (BFS-76) and Qualifying Person Affidavit Fire Alarm/Fire Suppression Firm (BFS-77).

Please refer to [Certification of Firms for Fire Alarm Systems and Fire Suppression Systems](#) in state-regulated facilities for rules and responsibilities of firms and individuals certified.

All new firms wishing to become a certified firm must submit the following in order to be considered for certification:

A completed and Michigan notarized Application for Certification (BFS-76)

A completed and Michigan notarized Qualifying Person Affidavit for each qualifying person (BFS-77)

A notarized technical qualification resume and all supporting documentation (copies of licenses, certifications, training records, degrees, transcripts, etc.) for each qualifying person

The required fee based on the year in the current certification cycle (see below)

The certification process will not begin until all paperwork and fees have been received. A letter will be issued for incomplete paperwork. Incomplete paperwork will be held for 60 days from the date of the letter.

Firms are certified for a standard three-year cycle, which coincides with mechanical and electrical contractor's license cycles:

Fire Alarm Firms = Current cycle January 1, 2019 - December 31, 2021

Fire Suppression Firms = Current cycle October 1, 2016 - September 30, 2019

Certification Fee Schedule:

Full 3-year Cycle = \$150.00

2nd year of a 3-year Cycle = \$100.00

3rd year of a 3-year Cycle = \$50.00

Checks can be made payable to: State of Michigan

Please note: If the firm has multiple branches in different locations, a separate certification is required for each branch office wishing to be certified. Please refer to the Certification Rules for more information.

LARA is an equal opportunity employer

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

611 OTTAWA ST., 4TH FLOOR • P.O. BOX 30700 • LANSING, MICHIGAN 48909

www.michigan.gov/bfs (517) 241-8847 Fax: (517) 332-1427 or (517) 332-1428

**Application for Certification
Fire Alarm/Fire Suppression Firm**
Department of Licensing and Regulatory Affairs
Bureau of Fire Services
Plan Review Division
P.O. Box 30700
Lansing, MI 48909
Phone: (517) 241-8847 / Fax: (517) 332-1427

Fire Alarm Firm (\$150**)

Certification No.

Fire Suppression Firm (\$150**)

Expiration Date:

Firm Information

Official Firm Name (as it should appear on certificate) Telephone Number

Physical Street Address City State Zip Code County

Contact Person (all correspondence will be sent here)

Name (Last, First, MI) E-Mail Address (required)

Mailing Address City State Zip Code Telephone Number

Codes / Categories Firm Is Qualified For

- | | | |
|--|---|---|
| A. Fire alarm systems | G. Custom designed clean agent suppression systems | M. Water reservoir (above ground) |
| B. Fire alarm voice communications systems | H. Pre-engineered clean agent suppression systems | N. Water reservoir (under ground) |
| C. Custom designed carbon dioxide systems | I. Custom designed foam systems | O. Custom designed pressure tank water supply |
| D. Pre-engineered carbon dioxide systems | J. Pre-engineered foam systems | P. Engineered pump pressure supply |
| E. Custom designed wet or dry chemical systems | K. Custom designed, water-based sprinkler systems, including underground water supply | Q. Engineered explosion suppression systems |
| F. Pre-engineered wet or dry chemical systems | L. Custom designed water spray or water mist systems | R. Categories for new technologies |

Qualifying Persons

Category Codes	Full Name (Type or Print)	Signature
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>

*For additional qualifying persons please attach additional pages.

CHIEF OPERATING OFFICER OR BRANCH OFFICER

I hereby declare the firm is capable of providing service to required fire alarm systems or required fire suppression systems within 24 hours on a 24-hour, 7 day-a-week basis and replacement parts are available for required fire alarm or required fire suppression systems.

Name of Chief Operating Officer or Branch Officer (print or type)	Signature	Date
	<input type="text"/>	

Notary Public

Subscribed and sworn before me, this _____ day of _____, _____ a Notary Public in and for _____ County, Michigan.

(Signature of Notary Public) My commission expires: _____

***Attach Qualifying Person Affidavit form and technical qualifications resume for each new qualifying person. Submit this form with the appropriate fee to the address listed above.**

Based on the information provided above, the above named firm is hereby granted certification in accordance with 1941 PA 207.

_____	_____
Plan Review Specialist Administrator Signature	Date

The Department of Licensing and Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

**Qualifying Person Affidavit
Fire Alarm/Fire Suppression Firm**

Department of Licensing and Regulatory Affairs
Bureau of Fire Services
Plan Review Division
P.O. Box 30700
Lansing, MI 48909
Phone: (517) 241-8847 / Fax: (517) 332-1427

Certification No.

Expiration Date:

Qualifying Person Information

Name (Last, First, MI)		E-mail Address (required)			
BFS Certified Firm Mailing Address	City	State	Zip Code	Telephone Number	

Codes / Categories Firm Is Qualified For

A. Fire alarm systems	G. Custom designed clean agent suppression systems	M. Water reservoir (above ground)
B. Fire alarm voice communications systems	H. Pre-engineered clean agent suppression systems	N. Water reservoir (under ground)
C. Custom designed carbon dioxide systems	I. Custom designed foam systems	O. Custom designed pressure tank water supply
D. Pre-engineered carbon dioxide systems	J. Pre-engineered foam systems	P. Engineered pump pressure supply
E. Custom designed wet or dry chemical systems	K. Custom designed, water-based sprinkler systems, including underground water supply	Q. Engineered explosion suppression systems
F. Pre-engineered wet or dry chemical systems	L. Custom designed water spray or water mist systems	R. Categories for new technologies

Codes / Categories for Which You Are Qualified

I am an architect licensed under the provisions of 1980 PA 299 (MCL 339.101 et seq.) with 12 months of approved experience within the last 5 years, in the category for which certification is requested.	
I have a baccalaureate degree in an approved field of engineering, with 12 months of approved experience within the last 5 years, in the category for which certification is requested.	
I am a graduate of an approved 4-year apprentice training program, with 12 months of approved experience within the last 5 years, in the category for which certification is required.	
I am a graduate of an approved training course by equipment manufacturer, with 12 months of approved experience within the last 5 years in the category for which certification is requested. Course Name: (Include copy of certificate)	
I am a holder of an electrical contractor Class I or II electrician license or fire alarm contractor license, with 12 months approved experience within the last 5 years, installing or servicing fire alarm systems in the category for which certification is requested.	License Number:
I have 60 months of approved experience, 75% of which was accrued in the last 5 years.	
I am certified by an approved engineering technician program, at level 3 or above.	
I have other combinations of education and experience (attach details).	

Affidavit of Qualifying Person

I hereby certify I am qualified for the categories indicated above and have the education and experience indicated.

Name of Qualifying Person (Print or Type)	Signature	Date
	<input style="width:100%;" type="text"/>	

Attach a signed and Michigan notarized technical qualifications resume and submit to the address listed
Note: NICET certification at level 3 or above does not require a technical resume (must include copy of certificate)

Notary Public

Subscribed and sworn before me, this _____ day of _____, _____ a Notary Public in and for _____ County, Michigan. _____ My Commission Expires: _____

(Signature of Notary Public)

The Department of Licensing and Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

Instructions for Certified Firm Certification (CFC)

The following are instructions on how to properly complete forms for certified firms, as well as, what documentation, fee, etc. must accompany each form. For further information regarding CFC please access the [Bureau of Fire Services \(BFS\)](#) web site directly.

Firms are certified for a 3-year cycle:

- Full 3-year Cycle \$150.00
- 2nd year of a 3-year cycle = \$100.00
- 3rd year of a 3-year cycle = \$50.00

Application for Certification Fire Alarm / Fire Suppression Firm (BFS 76)

This form is used for new firms wishing to become certified for fire alarm systems and fire suppression systems in state-regulated facilities or for previously certified firms whom have allowed their certification to lapse. This application requires information regarding the firm that is requesting fire alarm and/or fire suppression certification. The first section requests information relating to the firm including the physical address of the design location. Each design location of a firm performing the operations specified in certification of firms for fire alarm systems and fire suppression systems in state-regulated facilities (servicing, maintenance, inspection, installation) shall be certified and considered a separate certified firm for the purpose of these rules. The second section requests information relating to the contact person for the firm; the contact person can be anyone the firm chooses but we suggest someone such as a secretary or record keeper for the firm. As noted on the application, all correspondence from our office will be sent to the attention of this person at the address and/or e-mail address listed. For this reason, we require an e-mail address be provided. The third section is asking the firm to check the category(s) for which the firm is claiming to be qualified in. The fourth section requests the name, original signature, and categories that each qualifying person is qualified in. The next section must be signed by the chief operating/branch officer for the firm. The last section is to be notarized by a Michigan notary public indicating the information provided is accurate.

This form **must** be accompanied by a Qualifying Person Affidavit for each qualifying person, along with supporting documentation and fee.

Qualifying Person Affidavit (BFS-77)

Each certified firm must have at least one qualifying person. To become a qualifying person and individual must demonstrate, in a technical resume that he or she has the technical qualifications for the categories requested. This affidavit is used to determine if a person has the experience to be considered a qualifying person for a fire alarm and/or fire suppression firm.

- The first section requests the firm name for which the person is working under as well as the individual's contact information.
- The second and third sections request information relating to which codes/categories you have met the education/experience requirements for.
- The fourth section requests the printed name, original signature and date of the qualifying person.
- The last section must be notarized by a Michigan notary public indicating the information provided is accurate.

Each completed form must be accompanied by supporting documentation to determine if you meet the education, experience, and licensing requirements for each category. The following are examples of supporting documentation:

- Technical resume (signed and notarized) must be included unless you have NICET certification level 3 or above
- Copies of any Michigan licenses and/or certifications*
- Copy of current NICET III certification for fire alarm categories
- Copy of current NICET III certification for fire suppression categories
- Copies of degrees and transcripts
- Training program certificates and course study outline

A technical qualifications resume should include dates, locations, systems installed, contact persons and telephone numbers where the work was performed. A technical resume must also include an individual's educational and work experience, including names, addresses and telephone numbers of contact persons. Copies of diplomas, training received (duration and specific course content), and certifications are essential to substantiate claims made on the resume.

Technical qualification means the knowledge of applicable codes, standards and laws and the practical knowledge of equipment, materials, methods and theory of operation as they relate to fire alarm or fire suppression systems, the combination of which, when applied to a facility under the jurisdiction of the Bureau of Fire Services, shall result in a properly operating required fire alarm or fire suppression system which is acceptable to the Bureau of Fire Services.

If the firm has multiple branches in different locations, a separate certification is required for each branch office wishing to be certified. Please refer to Rules promulgated under Act 207 29.26 for more information.

U.S. Postal Service

Michigan Department of Licensing and Regulatory Affairs
Bureau of Fire Services Plan Review Division
PO Box 30700
Lansing, MI 48909

Courier Other than the U.S. Postal Service

Michigan Department of Licensing and Regulatory Affairs
Bureau of Fire Services
Fire Safety Plan Review Division
2407 North Grand River Avenue
Lansing, MI 48909