



Bobby Jindal  
GOVERNOR

# DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

## Public Safety Service



H. "Butch" Browning  
STATE FIRE MARSHAL

October 28, 2011

To: All Life Safety and Property Protection Contractors  
From: Boyd Petty, Assistant Chief, Licensing Section

Re: 1. Multiple Year License  
2. Property Protection Licensing Rules  
3. Revised LSPP Policy and Procedures Guidelines  
**Licensing Section Memo 2-2011**

### 1. Multiple Year License

Per R.S. 40:1664.11, the agency is authorized to create multiple year licenses. To that end, I am currently having our computer system revised to allow such. I anticipate having this new system in place for January, 2012. This system will reduce the amount of paperwork needed to be submitted on an annual basis and allow a more efficient and expedient renewal process.

With this new system, we will switch to a three (3) year cycle for renewals, continuing education, rules revisions, photographs and fingerprinting. Only Property Protection contractors are required to be fingerprinted.

During the first renewal cycle of multiple year licenses, some firms and their employees will be issued a three year license, some a four (4) year license and some a five (5) year license. This will allow us to place everyone into the multiple year system without all licenses coming due at the same time at the end of the cycle. The computer system will randomly assign firms into either the three, four or five year categories. Upon the next renewal, all firms will then be placed into a three year renewal cycle.

All fees that the firm and employees pay will continue to be assessed on an annual basis. An invoice will be sent to the firm each year listing the current employees and the total fee due for that year. The only documents that need to be submitted on an annual basis will be the signed invoice, a current insurance certificate from your agent and the annual fees.

Example: A firm with only a Security endorsement and 5 employees currently pays \$300 to renew (\$50 for the firm and \$250 for the employees) annually. Assuming no changes are made to the number of employees, then the firm will be sent a bill for \$300 each year.

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If this same firm was given a three year license, then they would follow the below schedule:

2012 Renewal – submit all required applications, documentation, digital photographs, etc.

Fee Total: \$300

2013 Invoice – submit a signed invoice, current insurance certificate.

Fee Total: \$300

2014 Invoice – submit a signed invoice, current insurance certificate.

Fee Total: \$300

2015 Renewal – submit all required applications, documentation, digital photographs, etc.

Fee Total: \$300

Note: Firms and employees must still notify the Fire Marshal within ten (10) days of any changes affecting licensure (name change, address change, employment status etc.).

## **2. Property Protection Licensing Rules**

After a cooperative effort between the Louisiana Life Safety and Security Systems Association, the Louisiana Automatic Fire Alarm Association and this office, a new set of Administrative Rules have been promulgated for the Property Protection industry. These rules became effective September 20, 2011 and apply only to Property Protection contractors. The rules can be found on the agency's website located at [www.lasfm.org](http://www.lasfm.org). Click on "Code Enforcement," then "Licensing" and finally, on "Laws and Rules." Rules for Fire Sprinkler and Fire Protection contractors can also be found in the same section.

## **3. Revised LSPP Policy and Procedures Guidelines**

Please continue to review the Life Safety and Property Protection (LSPP) Advisory Board Policy and Procedure Guidelines. These are also found on the agency website under "Licensing," then "LSPP Policy and Procedures." These guidelines are continually updated as the Board approves initial certification and continuing education courses.

CC: Louisiana Life Safety and Security Association  
Louisiana Automatic Fire Alarm Association  
Louisiana Fire Sprinkler Association