



LOUISIANA DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS  
PUBLIC SAFETY SERVICES



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

**OFFICE OF STATE FIRE MARSHAL**

DATE: September 1, 2020

TO: Life Safety and Property Protection Contractors

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

APPROVED: H. "Butch" Browning, Jr.   
State Fire Marshal

RE: Emergency Licensing Guidelines

Due to the hardships that Hurricane Laura has caused to contractors in our state, the Office of State Fire Marshal (OSFM) 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 from another licensed firm may do so upon the new firm submitting a letter stating the employee's name, license number, expiration date of the license, and the 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 (6) months, a revision application must be submitted showing the new firm for which he/she is working. A revision fee of \$20.00 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.

2. Displaced Firm Policy:

- a. 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.

3. New Employees of Existing Firms:
  - a. Applications for new employees of existing firms will be given preference for processing above all other applications.
4. Renewal of Employees of Existing Firms
  - a. All current requirements for renewing a license will remain in place.
5. 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 January 1, 2021. Should the situation warrant it, the OSFM may continue these policies after this date.

cc: Chief Butch Browning  
Chief Dan Wallis  
Chief Felicia Cooper  
Major Traci Travis  
Chief Architect Joe Delaune  
Louisiana Life Safety and Security Association  
Louisiana Automatic Fire Alarm Association  
Louisiana Fire Sprinkler Association  
LOUMIS Locksmith Association

