



## OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

620 WEST TOWER  
FLOYD BUILDING  
2 MARTIN LUTHER KING JR. DRIVE  
ATLANTA, GEORGIA 30334  
(404) 656-7089 or (404) 656-2064  
[www.oci.ga.gov](http://www.oci.ga.gov)

### DOCUMENT CHECK LIST FOR BUSINESS LICENSE

**ALL 2010 RENEWALS ARE ACCESSED ONLINE. NO RENEWAL PAPER APPLICATIONS ACCEPTED.**

#### **Fire Extinguisher License Application:**

- 1) Secretary of State Corporate Registration
- 2) Current insurance certificate
- 3) Service tags, collars, labels
- 4) D.O.T R.I.N Letter/ optional
- 5) Pre-license facility inspection/(mobile-optional)
- 6) Fee

#### **Pre-engineered Industrial Fire Suppression Systems License Application:**

- 1) Secretary of State Corporate Registration
- 2) Current insurance certificate
- 3) Service tags, collars, labels
- 4) D.O.T R.I.N Letter/ optional
- 5) Pre-license facility inspection/(mobile-optional)
- 6) Fee

#### **Pre-engineered Kitchen Fire Suppression Systems License Application:**

- 1) Secretary of State Corporate Registration
- 2) Current insurance certificate
- 3) Service tags, collars, labels
- 4) D.O.T R.I.N Letter/ optional
- 5) Pre-license facility inspection/(mobile-optional)
- 6) Fee

#### **Engineered Fire Suppression Systems License Application:**

- 1) Secretary of State Corporate Registration
- 2) Current insurance certificate
- 3) Service tags, collars, labels
- 4) D.O.T R.I.N Letter/ optional
- 5) Pre-license facility inspection/(mobile-optional)
- 6) Fee

#### **Other:**

**All license application must have a company letter outlining the industry and services provided**

**DOCUMENT CHECK LIST FOR PERMIT APPLICATIONS**

ALL 2010 RENEWALS ARE ACCESSED ONLINE. NO RENEWAL PAPER APPLICATIONS ACCEPTED.

**Fire Extinguisher Permit Application:**

- 1) Certification certificate showing date received and expiration
- 2) Digital headshot
- 3) Continuing education credits of 8 hours annually
- 4) Applicant signature
- 5) Fee

**Pre-engineered Industrial Fire Suppression Systems Permit Application:**

- 1) Certification certificate showing date received and expiration
- 2) Digital headshot
- 3) Continuing education credits of 8 hours annually
- 4) Applicant signature
- 5) Fee

**Pre-engineered Kitchen Fire Suppression Systems Permit Application:**

- 1) Certification certificate showing date received and expiration
- 2) Digital headshot
- 3) Continuing education credits of 8 hours annually
- 4) Applicant signature
- 5) Fee

**Engineered Fire Suppression Systems Permit Application:**

- 1) Certification certificate showing date received and expiration
- 2) Digital headshot
- 3) Continuing education credits of 8 hours annually
- 4) Applicant signature
- 5) Fee

**APPROVED CERTIFICATION**

**Pre-engineered kitchen, Pre-engineered industrial, Engineered Suppression license or permit:**

Manufacturer Certification, NICET, and NAFED Certification or other pre-approved training.

**Portable Fire Extinguisher license or permit:**

Manufacturer Certification, and NAFED Certification or other pre-approved training.

**PLEASE READ THE RULES AND REGULATIONS APPLICABLE TO YOUR INDUSTRY TYPE FOR COMPLETE INFORMATION OF ALL REQUIREMENTS R&R 120-3-23.**

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**SPRINKLER LICENSE:** ALL 2010 RENEWALS ARE ACCESSES ONLINE. NO RENEWAL PAPER APPLICATIONS ACCEPTED.

- 1) Application for license
- 2) General Liability Insurance
- 3) Current Service tags
- 4) Certification for license
- 5) Fee