

Certificate of Fitness Alternative Issuance Procedure
S-71 COMMERCIAL COOKING WET CHEMICAL FIRE EXTINGUISHING
SYSTEMS PRINCIPAL

(Used by Individual Applicants only, PRINT all information requested)

○ Original (\$25)

You must upload the followings materials below while you apply online:

- This completed and notarized affirmation form.
- All required documents listed in Section 4.
- A recommendation letter with company letterhead.
- A recent photo in JPG or JPEG format.

Please learn how to apply and pay online from the guide below:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/fdny-business-cof-individuals-short.pdf>

○ Renewal (\$15, S-71 COF # _____). Only complete section 1, 2, 3, and 4.

You must upload this form and all required documents listed in the Section 4.

Please learn how to renew and pay online from the guide below:

<https://www.nyc.gov/assets/fdny/downloads/pdf/business/cof-renewal-short.pdf>

○ Update (\$5, S-71 COF # _____). Only complete section 1, 2, 3, and 4.

You must upload this form and all required documents listed in the Section 4.

Please learn how to update and pay online from the guide below:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-update-short.pdf>

SECTION 1: APPLICANT INFORMATION

First name: _____ Last name: _____ MI _____ Last 4 digits of SSN: XXX-XX-____

Contact phone: _____ Email: _____@_____

Home mailing address : _____ City _____ State _____ Zipcode _____

Experience in the related field: _____ years.

SECTION 2: DECLARATION

I, _____, hereby certify that I am trained and knowledgeable in the following applicable code/rule and the FDNY study material:

- Fire Code: Chapter 6, Section 609, and Chapter 9, Section 901 and 904
- National Fire Protection Association Codes and Standards: NFPA 17A (2013 Edition), as modified by Fire Code Appendix B
- FDNY Study Material: S-17 (when it is available on the FDNY website)
- Appendix A of this document.

I and/or company representative(s) listed in Section 4 is thoroughly trained by the manufacturers of the fire extinguishing systems that my company will install, inspect, maintain, and test. I also understand that I am fully responsible to ensure all S-17 COF holders in my company are fully trained and knowledgeable of the system(s) that they will install, inspect, maintain, and test. I acknowledge that our company is limited to working to the manufacturers listed on this application. I also acknowledge that my S-71 COF and all S-17 COF holders employed by my company are dependent upon my valid NYC DOB Master Fire Suppression Piping Contractor Type A or Type C License. I agree to promptly notify the FDNY COF unit if my DOB license expires or is void/suspended.

I understand that I will be subject to all applicable penalties provided by law for a false or fraudulent submission, including suspension, revocation and/or non-renewal of this and other Certificates of Fitness pursuant to FC113 and Fire Department rule 3 RCNY 113-01; and/or other penalties provided by law, rule or regulation with respect to my professional license.

I acknowledge that it is unlawful under New York State and New York City law to make a false statement to the Fire Department; or to give to a City employee, or for a City employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration, including but not limited to gifts, cash, favors, meals and trips.

I also understand that the Fire Department reserves the right to attend any training course and/or audit records in order to monitor compliance with training requirements and the right to call up to test the applicants who are issued by AIP. Applicant who has failed the written exam will not be allowed to take advantage of this policy.

On this _____ day of _____, in the year _____, I have hereunto affixed my signature and I certify that, subject to penalty of fine or imprisonment pursuant to the New York State Penal Law and NYC Administrative Code §15-220.1, that the information provided is true and accurate.

Signature of Applicant: _____ Date: _____

SECTION 3: COMPANY INFORMATION

Company business name: _____
 NYC DOB Master Fire Suppression Piping Contractor License Number: _____
 Company business address : _____ City _____ State _____ Zipcode _____
 (Use the same business address as listed by the NYC DOB)
 Name of Designated FDNY Contact Coordinator: _____ ; N/A
 Email of Designated FDNY Contact Coordinator: _____ @ _____ ; N/A
 Contact phone # of Designated FDNY Contact Coordinator: _____ ; N/A

SECTION 4: EDUCATION, LICENSE, AND EXPERIENCE REQUIREMENT

(You must upload the copy of the license documentation along with your application)

- Hold **ONE** of New York City Department of Buildings Master Fire Suppression Piping Contractor Licenses:
 - Type A or Type C
- AND**
- Applicant or one company representative holds the following **valid** manufacturers’ certification(s): (The following systems will be the systems that this S-71 applicant’s company and the S-17 employees are allowed to install, inspect, maintain, and test.)
 - Amerex**, certification holder’s name:
 - applicant another company representative _____
 - Ansul**, certification holder’s name:
 - applicant another company representative _____
 - Buckeye**, certification holder’s name:
 - applicant another company representative _____
 - Captive Aire**, certification holder’s name:
 - applicant another company representative _____
 - Lehavot**, certification holder’s name:
 - applicant another company representative _____
 - Protex II**, certification holder’s name:
 - applicant another company representative _____
 - PyroChem**, certification holder’s name:
 - applicant another company representative _____
 - RangeGuard**, certification holder’s name:
 - applicant another company representative _____
 - Kidde**, certification holder’s name:
 - applicant another company representative _____

Note 1: The manufacturer’s training certificate has to be issued to the S-71 applicant or the company representative and must be under the S-71 applicant’s company name.
 Note 2: If any manufacturer’s certification was not issued to the S-71 applicant, a separate company designate letter must be uploaded. The sample letter can be found in the appendix B of this form or online: <http://www.nyc.gov/assets/fdny/downloads/pdf/business/s71-sample-designation-letter.pdf>

SECTION 5: RECOMMENDATION LETTER

All applicants must present a letter of recommendation from the employer. The letter must be on official letterhead, and must state the applicant’s full name, experience and also state that this S-71 COF applicant is the principal/owner of the company. Sample of self-employed letter:
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-sample-selfrec-letter.pdf>

SECTION 6: PHOTO REQUIREMENT

A recent photo (2x2 head shot) in JPG or JPEG format.

SECTION 7: STATEMENTS & SIGNATURES

I understand that I am legally bound by what is stated in this application and will be responsible for any false statements or inaccurate information. I hereby solemnly swear under oath and subject to penalty of perjury that the information provided by me in this application is true and accurate to the best of my knowledge.

_____ <i>Applicant’s print name</i> _____ <i>Applicant’s signature</i> _____ <i>Date</i>	Notarization <i>(required for individual applicant)</i> State of New York, county of: Sworn to or affirmed under penalty of perjury _____ day of _____ 20____ Notary Signature _____	Notary Seal
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Appendix A: FAQ

1. When will the company list be established and provided to the public?

04/04/2023

After the FDNY receives and approves the S71, S81 and S61 applications, the FDNY will establish three company lists for three types of alternate agent fire extinguishing systems and publish them on the FDNY website for the public on **04/04/2023**. The lists will be updated every month.

2. When will the FDNY start to enforce all principals to have COFs?

07/01/2023

The FDNY will start to enforce all companies' principals who install or maintain any alternate agent fire extinguishing systems must hold a valid COF. For wet chemical and dry chemical systems, the FDNY will only allow the companies to install or maintain the manufacturers that listed on the company lists.

3. What happen if principals do not obtain their COFs by 07/01/2023?

The FDNY personnel will use the FDNY-approved list to determine whether a company can file design and installation documents with Fire Department and/or is authorized to install or service systems from a specific manufacturer. If a company is not listed as approved for the installation and service of the particular manufacturer, then appropriate enforcement actions will be taken.

4. How can wet chemical fire extinguishing systems technicians apply COF?

The technicians must present a company letter and pass an COF exam.

(1) Company letter:

The letter must be on letterhead and signed by the principal holding principal COF.

The letter must state that effective 07/01/2023, the technician will be assigned jobs related to the installation or tests witnessed by the Fire Department only for systems for which the technician holds a **valid** training certificate from the manufacturer. Such manufacturer's training certificate has to be issued to the technician and under the MFSPC company name.

The letter must state that effective 10/01/2023, the technician will be assigned jobs related to the maintenance or service of systems for which the technician received proper training (manufacturer's training or company internal training).

Sample recommendation letter can be obtained via the link below:

<http://www.nyc.gov/assets/fdny/downloads/pdf/business/s17-sample-letter.pdf>

(2) COF exam:

Technicians for Wet chemical Fire Extinguishing System need to pass S-17 COF exam.

5. When will the FDNY start to enforce all technicians performing installation and testing on wet chemical fire extinguishing systems to have COFs?

07/01/2023.

These technicians must also hold a **valid** training certificate from the manufacturer for the specific system(s) that will be installing or testing on or after 07/01/2023. Effective 07/01/2023, the FDNY inspector will be verifying presence of a valid manufacturer's training certification and COF before any tests.

6. How will FDNY verify that the installation of the wet chemical fire extinguishing systems on or after 07/01/2023 was conducted by a COF holder??

For any wet chemical fire extinguishing system which the initial Project Authorization issued on or after 07/01/2023, as a part of the public request for any tests witnessed by the FDNY, the contractor will be required to submit

- Copy of S-17 COF for the technician who will perform the installation/testing, AND
- Copy of the valid manufacturer's training certificate issued to the technician who will perform the installation/testing.

7. When will the FDNY start to enforce all technicians performing maintenance on wet chemical fire extinguishing systems to have COFs?

10/01/2023.

Effective 10/01/2023, the service tag for a semi-annual inspection of a wet chemical fire extinguishing system must also include the information related to the COF holder who conducted the inspection, as required by FC904.5.2(10). The FDNY Rangehood Unit inspectors will verify if the system's inspection and/or maintenance was conducted by a person holding valid COF and may request proof for proper training of such COF holders.

The FDNY may require all technicians to hold a valid manufacturer training certificate for each system serviced in 2025.

8. What actions will be taken by the FDNY if determined that maintenance or service of a wet chemical fire extinguishing system was conducted by a person without a valid COF on or after 10/01/2023?

Appropriate enforcement actions will be taken for failure to comply with Section FC901.6.3(1).

9. Can the technicians take the exams before he/she receives all required manufacturer's or company internal trainings?

Yes. However, the company letter must be submitted stating that the technician will be assigned work for the installation and/or maintenance of the systems for which appropriate training was received.

10. What should the principal (S-71 COF holder) do if any S-17 technician leave his/her company?

The S-71 COF holder must email the COF unit at pubcert@fdny.nyc.gov to update this change.

**Appendix B:
--Sample Designate Letter (S71)--**

**COMPANY NAME
BUSINESS ADDRESS**

Date: _____

Fire Department
Bureau of Fire Prevention
9 Metro Tech Center
Brooklyn, NY 11201-3857

SAMPLE

To whom it may concern:

The purpose of this letter is to document that _____ (Name of the company representative who received the manufacturers' certification(s)) is currently employed by _____ (Name and address of company). _____ (Name of the company representative) has received comprehensive training(s) in installing, inspecting, maintaining, and testing of the following system(s) and the manufacturers' certification(s) are also uploaded:

_____ (e.g. ABC wet chemical system)

The trainings followed the manufacturers' recommendations which covered the entire instruction manual, hands-on training as well as incorporated safety and emergency shutdown procedures for the system(s).

This company representative will be responsible to train our principal and all company technicians who will install, inspect, maintain, or test the systems listed above.

We also understand that if this representative leaves our company, we must notify the FDNY COF unit via emailing pubcert@fdny.nyc.gov and provide new manufacturers' certifications and company representative letter.

(Printed name of Employer)

(Employer's title)

(Signature of Employer)

NOTE: The recommendation letter should be on employer's letterhead. If not on employer's letterhead, signature must be notarized.