



FDNY

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Fire Alarm Company Certificate FAQ

Issues Regarding the Fire Alarm Company Approval List

Question:

If my company is on the approved list that currently available on the FDNY website, do I need to apply for this fire alarm company certificate?

Answer:

Yes. The current list on the FDNY website is a list of current S-97 COF holders, but NOT the approved company list based on the FDNY Rule 3 RCNY 115-01. All fire alarm companies must be approved in accordance with 3 RCNY 115-01.

Question:

How do I know if my company is an FDNY approved fire alarm company?

Answer:

Your company must obtain an approval letter from the FDNY. Your company approval number will be listed on the letter.

Question:

What will happen if I do not apply for this fire alarm company certificate?

Answer:

You and your company will be removed from the list early 2021. Your S-97 COF cannot be renewed and may be voided if your company does not obtain a fire alarm company approval letter from the FDNY as per the requirements set forth in 3 RCNY 115-01.

Issues Regarding the Smoke Detector Company Approval List

Question:

I am an S-97 COF holder but my company only services and cleans smoke detectors. My company already has the FDNY smoke detector company certificate. Do I need to apply for the fire alarm company certificate?

Answer:

No, if your company only inspect, test, clean and/or service smoke detectors but no other components of fire alarm systems or install fire alarm equipment/or devices, your company does not need to obtain a fire alarm company certificate.

You must send a written notification to the FDNY Public Certification Unit, stating that your company only inspects, tests, cleans, and/or services smoke detectors. The FDNY will mail an S-78 COF for free upon receiving your notification and void your current S-97 COF.

Question:

I renewed my smoke detector company certificate recently (or my smoke detector company certificate is still valid), should I apply for the fire alarm company certificate?

Answer:

If your company will install, inspect, test or service any component of fire alarm system other than inspect, test, clean/or service smoke detectors, your company must apply for the fire alarm company certificate.

Question:

Will the smoke detector company list still exist?

Answer:

Yes. The list will include the smoke detector companies that only inspect, test, clean/service smoke detectors AND the fire alarm companies that also satisfy the smoke detector company requirements (refer to the Section F of the fire alarm company application form).

Issues regarding Company Application

Question:

How do I know if my company application has any information missing?

Answer:

You will receive a notification letter indicating or identifying the missing information or part. You must follow the instructions in the notification letter and fulfill the requirements within 30 days of the date on the letter.

Question:

How can I obtain the FDNY company approval letter quicker?

Answer:

1. Fill out the form correctly. Do not leave any fields blank, write "NONE" or "N/A" in fields that do not apply to your company.
2. Must include copy of the ACORD summary of the policy, which has been created WITHIN THE 30 DAYS of the application date.

Question:

If the principal/owner of our company does not have the S-97 COF, but one of the employees has the S-97 COF, can we apply for the fire alarm company certificate?

Answer:

The employee with the S-97 COF must be designated by the owner as the principal of the company and listed on the company application form. AT LEAST ONE principal listed on the Section B of the company application form MUST HAVE S-97 COF. If no principal listed in the Section B holding the S-97 COF, the application will be rejected.

The principal(s) listed in the application form does not need to be the owner/founder of the company, they also do not need to owe a certain portion of the company equity.

Question:

Can multiple principals be listed on the company application form?

Answer:

Yes, but only the principals holding S-97 COFs or applying S-97 COFs will be noted in the approved fire alarm company list.

Question:

What is the minimum application criteria for the S-97 COF?

Answer:

The S-97 COF must have one of the following licenses:

- (1) NICET level 2 or higher; or
- (2) NYC DOB master electrician or special electrician license

Issues regarding the “Certificate of Corrected Defects” Program

Question:

Are all fire alarm companies required to participate this “Certificate of Corrected Defects” program?

Answer:

No. This certification program is voluntary.

Question:

Should all S-97 COF holders apply for the S-99 COF? Who should apply for the S-89 COF?

Answer:

For the Certificate of Corrected Defects program, there are two related COF licenses:

S-99→ the person who will verify the corrections of fire alarm defects.

S-89→ the person who will personally correct the defects.

Under an approved fire alarm company, only the S-97 COF holder can apply for the S-99 COF and S-89 COF (if the S-97 COF holder wants to serve two roles for different occasions.).

The S-98 technicians can only apply for the S-89 COF.

In general, most approved fire alarm company principal (S-97 COF holder) may apply for S-99 COF and the S-98 technicians apply for S-89 COF.

Question:

How to obtain S-99 COF or S-89 COF? Do the applicants need to take the FDNY exam?

Answer:

No. Both S-99 and S-89 COFs are issued via Alternate Issuance Procedures (AIP) after submitting the required documents.

The detail could be referred to the following websites:

S-99: <https://www1.nyc.gov/site/fdny/business/all-certifications/cof-s99.page>

S-89: <https://www1.nyc.gov/site/fdny/business/all-certifications/cof-s89.page>

Question:

When I submit the company application, should I also submit the S-89 (and S-99) AIP application?

Answer:

If your company wants to participate the “Certificate of Corrected Defects” program, you should submit the S-89 and S-99 AIP applications along with the company application, it could expedite the entire process.