NEW MEXICO STATE FIRE MARSHAL'S OFFICE
FIRE CODE ENFORCEMENT BUREAU
P.O. Box 27111
Santa Fe, NM 87502
PHONE: (505) 476-0080

Required Documentation for Certificate of Fitness Application

*Please review the following information as to all documentation, which will be required to obtain a certificate of fitness for your company. "**Certificate of Fitness**" means the State Fire Marshall's verification document of a fire protection installation, maintenance and inspection company's competence in the methods and materials of the specific fire system subject to the permit, which is obtained pursuant to 10.25.2 NMAC. Documentation requirements for each discipline are listed below. Please review the requirements and submit all documentation requested. Supporting documentation is **REQUIRED** for both new and renewal applications.*

*****Please email application and all documentation to CandiceM.Sena@dhsem.nm.gov. All applications must be emailed.***

Automatic Fire Sprinkler Systems, & Standpipe Systems

To receive a Fire sprinkler endorsement, please provide the following:

1. Completed Certificate of Fitness Application
2. Copy of New Mexico Construction Industries Division ***MS-12*** (Fire Protection Sprinkler) or MM 98 license for company and qualified party.
   NOTE: The qualifying party ***must*** be on the company payroll and cannot be a subcontractor.
3. Copy of training, education or any manufacturer certifications

Fire Pumps

To receive a Fire Pump endorsement, please provide the following:

1. Complete Certificate of Fitness Application
2. Copy of New Mexico Construction Industries Division MS-12 (Fire Protection Sprinkler) or MM 98 license for the company and the qualifying party.
   NOTE: The qualifying party ***must*** be on the company payroll and cannot be a subcontractor.
3. Copy of training, education or any manufacturer certifications.

Chemical Fire Suppression Systems UL300, FM200, INERGEN Systems, Etc.

To receive a Chemical Suppression System Endorsement, please provide the following:

1. Completed Certificate of Fitness Application
2. Copy of New Mexico Construction Industries Division ***MS-14*** (Dry Chemical Fire Protection) or MM 98 license for company and qualified party.
   NOTE: The qualifying party ***must*** be on the company payroll and cannot be a subcontractor.
3. Copy of training, education or any manufacturer certifications

Automatic Fire Detection & Alarm Systems

To receive a Fire Detection & Alarm Systems Endorsement, please provide the following:

1. Completed Certificate of Fitness Application
2. Copy of New Mexico Construction Industries Division ***ES-3*** (Low Voltage Special Systems) or ***EE-98*** (Residential & Commercial Electrical) license for company and qualified party.
   NOTE: The qualifying party ***must*** be on the company payroll and cannot be a subcontractor.
3. Copy of training, education or any manufacture certifications

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Fire and Smoke Dampers

To receive a Fire and Smoke Dampers Endorsement, please provide the following:

1. Completed Certificate of Fitness Application
2. For mechanically actuated fire and smoke dampers, applicants shall provide documentation of a valid NFPA-Certified Fire Protection Specialist certification or of an approved fire and life safety certification from a program accredited by the American National Standards Institute (ANSI).
3. For electrically actuated fire and smoke dampers monitored by a fire alarm system, applicants shall comply with requirements of Automatic Fire Detection & Alarm Systems listed above.
4. For fire and smoke dampers with both mechanical and electrical components, the applicant inspecting the mechanical components shall provide documentation pursuant to (2) of this section and the applicant inspecting the electrical components shall provide documentation pursuant to (3) of this section.
5. Copy of New Mexico Construction Industries Division ES-3 (Low Voltage Special Systems) or EE-98 (Residential & Commercial Electrical) license for company and qualified party.
   NOTE: The qualifying party must be on the company payroll and cannot be a subcontractor.
6. Copy of training, education or manufacturer certifications.

Portable Fire Extinguishers

To receive a Portable Fire extinguisher Endorsement, please provide the following:

1. Completed Certificate of Fitness Application
2. Copy of training and education
3. Any Certifications from the manufacturer
4. Provide a ***signed*** and ***notarized*** affidavit on company letterhead that states the company has the ability, equipment and training to re-service and recharge all types of fire extinguishers as per the requirements set forth in latest edition of NFPA 10 Standard for Portable Fire Extinguishers and agrees that its mobile and/or fixed facilities can be inspected at any time during normal business hours, on normal business days, to determine compliance.

If applying for more than one discipline, only one copy of the completed Certificate of Fitness Application will be required for submittal. ***Please include all required documentation. If applying for multiple discipline endorsements please include all required documentation for all disciplines. All supporting documentation is required to be submitted for new and renewal applications. Failure to provide any required documentation, and proper license verification, will result in automatic rejection of the application.***

Please email application and documentation to CandiceM.Sena@dhsem.nm.gov.

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APPLICATION FOR CERTIFICATE OF FITNESS

Company Name: _____

Company CID Number: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____

Please fill out the appropriate sections below which apply to your Certificate of Fitness

EMAIL ADDRESS _____ *(Email address is required)*

☐ ***NEW CERTIFICATE APPLICATION*** ☐ ***RENEWAL APPLICATION***

☐ **Automatic Fire Sprinkler Systems & Standpipe Systems *(complete the following Information)***

Name of Qualified Party: _____

NMRLD/ CID MS-12 or MM-98 Number: _____ *Provide a copy of Qualified Party license card/certificate.*

☐ **Fire Pump(*Complete the following information*)**

Name of Qualified Party: _____

NMRLD/CID MS 12 or MM-98 Number _____ *Provide a copy of qualified party license card/certificate.*

☐ **Chemical Fire Suppression Systems (UL300/FM200, Etc.) *(complete the following Information)***

Name of Qualified Party: _____

NMRLD/ CID MS-14 or MM-98 Number: _____ *Provide a copy of Qualified Party license card/certificate.*

☐ **Automatic Fire Detection & Alarm Systems *(complete the following Information)***

Name of Qualified Party: _____

NMRLD/CID ES-03 or EE-98 and Number: _____ *Provide a copy of Qualified Party license card/certificate.*

☐ **Fire and Smoke Dampers** *(complete the following Information)*

Which of the following does your company plan to inspect and test?

☐ Mechanically Actuated ☐ Electrically Actuated ☐ Both

☐ **Portable Fire Extinguishers** *(complete the following Information)*

Which of the following does your company utilize for the purposes of maintenance, servicing, and recharging of portable fire extinguishers?

☐ Fixed Location ☐ Mobile Recharging Service ☐ Both

Does your company agree to be inspected to determine compliance (See Below) at any time during normal business hours?

☐ YES ☐ NO

_____ _____

Signature of Company Owner/ Branch Manager Date

CID LICENCING REQUIREMENTS MET?	***CERTIFICATE ISSUED***	***CERTIFICATE #***	***SFMO REVIEWER***
☐ ***YES*** ☐ ***NO***	☐ ***YES*** ☐ ***REJECTED***		