

NEW YORK CITY FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION AND EDUCATION

MEMORANDUM OF UNDERSTANDING

BETWEEN THE NEW YORK CITY FIRE DEPARTMENT AND _____

This memorandum provides the procedures to follow in order to obtain a **Consolidated Certificate of Fitness for: Standpipe Systems with Fire Pumps and Gravity Tanks, Standpipe Systems with Fire Pumps, Sprinkler Systems with Fire Pumps, and Sprinkler Systems with Fire Pumps Complex-wide (F-97)** without a written test administered by the New York City Fire Department. However, applicants may take advantage of this policy only when the administration of a written exam is not practicable. Applications for alternative issuance must be submitted **by mail only**.

1. SUBMIT NOTARIZED STATEMENTS

A. A notarized statement from the company or building manager stating that the applicant has a reasonable understanding of and has received training in §27-4265 of the New York City Fire Law Handbook and 3RCNY §37. The statement must include the applicant's full name, character, physical condition, experience, and address of premises where applicant will be employed. **Additionally, this statement must affirm that the applicant is thoroughly familiar with the fire protection and fire suppression systems in the premises where he/she will be employed.** This statement must be submitted on company's official letterhead.

B. A notarized statement from the applicant stating that he/she is being issued a Certificate of Fitness for Sprinkler and Standpipe Systems by the Fire Department on the basis of his/her experience, education, and understanding of the specific premises' requirements governing the installation and operation of sprinkler and standpipe systems. The statement must include the applicant's full name, experience, and address of premises where he/she will be employed. **Additionally, this statement must affirm that the applicant is thoroughly familiar with the fire protection and fire suppression systems in the premises where he/she will be employed.**

2. COMPLETE FORM A-20

All applicants must complete a Certificate of Fitness Application (Form A-20).

3. APPLICATION FEES

A check or money order for \$25.00 must accompany each application.

4. PHOTOS

All applicants must submit a recent 2x2 color photo.

5. SPECIAL QUALIFICATIONS

Applicants with a license as a Master Fire Suppression Pipe Contractor (Dept. of Buildings)-Class A or B only or as a Master Plumber (Dept. of Buildings); or a

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certificate as a Fire Protection Engineering Technician-Automatic Sprinkler System Layout Level II or III (NICET); or as a Fire Protection Engineering Technician- Special Hazards Systems Layout III or IV (NICET) may apply for alternative issuance.

6. ADDITIONAL INFORMATION

All applicants must submit proof of education, including diplomas, certificates, licenses, etc.

All applicants must submit a sketch or plan of the system they are applying for.

All applicants must submit a completed Pre-application Questionnaire.

All applicants wishing to renew their Certificate of Fitness shall submit a notarized statement attesting to their knowledge and understanding of any amendments to 3RCNY §37 or §27-4265 of the New York City Law Handbook prior to submission of Certificate of Fitness renewal.

Applicants who have failed the written exam will not be allowed to take advantage of this policy. **Qualified applicants must submit all documentation by mail.**

Further questions may be addressed, in writing, to Dr. Jorge Esquilin, Director of Examinations at 9 MetroTech Center, Brooklyn, NY 11201 Room 1S-1A.