



SOUTH CAROLINA STATE FIRE

a Division of South Carolina Department of Labor, Licensing and Regulation

Office of State Fire Marshal

141 Monticello Trail • Columbia, SC 29203

(803) 896-9800

www.statefire.llr.sc.gov

Fire Equipment Dealer and Permitted Employee

Fire Equipment Dealer License Application Check List:

- Complete Initial Application form in IMS <https://osfm.llr.sc.gov/>
 - Must register as a first-time user to submit an application.
- Download, complete and upload the following attachments:
 - Affidavit of Eligibility completed by the owner(s) representative (*must be notarized*)
 - Upload certificate of insurance-
 - The coverage company must be an insurer which is either licensed by the DOI in this state or approved by the DOI as a non-admitted surplus lines carrier for risks located in this state.
 - Certificate Holder shall state- Office of State Fire Marshal and Its Agents, 141 Monticello Trail, Columbia, SC 29203

Permitted Employee Person Application Check List

All employee permit classes:

- Affidavit of Eligibility (*must be notarized*)
- Copy of valid state driver's license (*color copy*)
- [US Department Style Passport](#) (*can be taken with cell phone*) photo in jpg format
- Copy of ICC Certificate for class of permit(s) as applicable below.

Class A (fire extinguisher technician) additional documents

- [FM Portable Fire Extinguisher Technician Certificate](#)

Class D (Pre-Engineered kitchen fire extinguishing technician) additional documents

- [FM Pre-Engineered Kitchen Fire Extinguishing Systems Technician Certificate](#)
Manufacturer Certificate for at least one system to be serviced, **and**
- Class D Affidavit for each additional system to be serviced as required by SC Rules and Regulations 71-8303.4.



Our mission is to be the focal point for service and support to save lives and property.

Class D (Pre-Industrial fire extinguishing technician) additional documents

- [FM Pre-Engineered Kitchen Fire Extinguishing Systems Technician Certificate](#) Manufacturer Certificate for at least one system to be serviced, **and**
- Class D Affidavit for each additional system to be serviced as required by SC Rules and Regulations 71-8303.4.

Class E (Engineered fire suppression extinguishing technician) additional documents:

- [NAFED Engineered Fire Suppression Systems Exam](#); **or**
- [The National Institute of Certification in Engineering Technologies \(NICET\) Level III, Technician certification for Special Hazards](#).

Fees

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|--------------------------------|----------|
| • Dealer | \$400.00 |
| • Employee Permits | \$100.00 |
| • Employee Permit Transfer Fee | \$50.00 |

