

Instructions for Filling-out a Fire System Permit Application

How to fill out the Fire System Permit Application for:

New, Addition or Change:

1. **Fill out all required information:** Applicant **Legal** Name, Date of Birth. Valid Driver's License Number **and** the State it was issued, Home Phone Number, Residential Mailing Address, Business Name (*if applicable*), Business Phone Number, Business Address, Level of Permit requesting, Applicant Signature, Date.
2. List the name and/or permit number of the person whose permit you were working under to gain the required work experience.
3. To obtain the Alaska Fire System Permit Class Definitions, NICET, and Life Safety Requirements, please refer to our website at akburny.com.
4. Attach the following documentation, ie NICET level passed and required work experience verification for most cases.
 - To show required work experience this must be done in the form of a letter **from a previous or current employer**. Providing proof of worked or is working to gain the experience.
 - Work experience must be described **in detail** the type of work you did during your employment. This should include types of fire systems, fire alarms, or special hazard systems.
 - List the name and/or permit number of the person you worked under to receive your training.
 - The dates you were employed by that company.
 - This letter must be on company letterhead and it must be signed the author.
5. Submit application and all attachments to the address on page 1.

*Special note for IB-Special and IIB permits:

Please see the "Fire System Permit Equivalency" document posted on our web page for other ways to qualify for these permits.

Renewal Fire System Permit:

1. **Fill out all required information:** Applicant **Legal** Name, Valid Driver's License Number and State it was issued, DOB, personal contact information, work contact information, level of permit requesting, signature, date signed, etc.
2. Submit application and all attachments to the address on page 1.

Upon receiving a complete packet the LSIB Office will review and mail permits (if approved) to the applicant within 30 business days. If you have questions or concerns, please contact our office.