



City of Montgomery, Alabama

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RE: Annual Certification for Contractors

To Whom It May Concern:

Please be advised that it is time to renew your annual certification(s) for calendar year 2024. This is in accordance with the City of Montgomery ordinance #34-2023. The fee is \$175.00 per certification. All certifications expire on December 31st of each year and must be renewed annually. For your convenience, we have posted all renewal documents online. To view and print the documents, follow the below instructions.

- Go to www.montgomeryal.gov
- Under Departments click on 'Fire/Rescue'
- Click on 'Inspections and Investigations'
- Click on 'Inspection Forms'
- In the center is a copy of the application and all Contractor Checklists

Reminder: Sprinkler, Suppression, and Fire Alarm contractors will be required to submit Service Reports of all service performed on fire protection equipment. Monthly reports can be emailed to Fire Inspections at firecontractorannualcertification@montgomeryal.gov. **All new installs shall be permitted, paid for, and picked up before work is started. Failure to do so will void your certification and will result in a fine.**

Your cooperation in this matter is greatly appreciated. If we can be of further assistance, please contact us at 334-625-3916.

Yours for Fire Safety,

A. L. Milam, Fire Marshal
Montgomery Fire/Rescue



2024 Renewal Application for Annual Certification for Contractors

Date of Application: ____/____/____

Contractor Business Name

Business Address

Street

City

State

Zip Code

Mailing Address

Street

City

State

Zip Code

Contact Person: _____

Phone Number: _____

Email Address: _____

Please check below which certification(s) you are applying for:

Fire Alarm _____

Hood Cleaning _____

Fire Sprinkler _____

Fire Suppression _____

Fire Alarm Monitoring _____

Fire Extinguisher _____

Renewal Requirements:

- Completed renewal application
- All certification checklist documents (this must be included with application each year of renewal)
- Certification fee (\$175 per certification)

Please make checks payable to the **City of Montgomery**. To make a payment using a credit card, contact 334-625-3916. Mail completed applications to the following address:

Montgomery Fire/Rescue
Bureau of Inspections & Investigations
19 Madison Avenue
Montgomery, AL 36104

