

# Broward County Board of Rules and Appeals

## *Certification for Fire Code Official, Fire Marshal, Fire Code Manager*

For the Fire Department of: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

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**F-103.1 Appointment of Fire Marshal/Fire Code Official:** There shall be appointed by the Fire Chief certain fire prevention personnel to be qualified as set forth in this Chapter as part of FFPC to be qualified as Fire Marshal / Fire Code Official. Personnel assigned to the bureau as Fire Marshal / Fire Code Official / Fire Code Manager, Fire Plans Examiner, and/ or Fire Inspector shall be State Certified Firefighters, State Certified Fire Inspectors, and certified by BORA. For state certification and recertification refer to Florida State Statute 633.

**F-103.3 Certification of Fire Marshal/Fire Code Official.** The Fire Marshal/Fire Code Official shall be certified by BORA as a Fire Code Official, be a certified Firefighter as defined by 69A-37 as referred to collectively (part 1 and 2) as the "Minimum Standards Course", be a State certified Fire Inspector, and shall meet one or more of the following qualifications:

- F-103.3.1** An Engineer and/or a Degree in Fire Science and/or a degree in Fire Prevention and shall have been employed as a County or City Fire Inspector for three (3) years within the State of Florida and shall possess a Broward County Certification.
- F-103.3.2** A County or City Fire Plans Examiner with at least five (5) years of experience within the State of Florida and shall possess a Broward County Certification.
- F-103.3.3** Ten (10) years' experience as a Fire Inspector, employed in a County or City within the State of Florida with at least five (5) years of experience within the jurisdiction of FFPC and shall be a Broward County and State of Florida Certified Fire Inspector.
- F-103.3.4** Have been fulfilling the duties of a Fire Marshal/Fire Code Official with five (5) years of experience within the jurisdiction of the FFPC and be Broward County Certification.
- F-103.3.5** Possesses a certification issued by the State Fire Marshal as a Fire Code Manager/Administrator in accordance with NFPA 1037 with a total of six (6) years' experience with a County or City as a fire plans examiner and inspector in Florida and shall possess a Broward County Certification.
- F-103.3.6** Three (3) years' experience as a Broward County Certified Plans Examiner and nationally certified as an NFPA Certified Fire Inspector 1 (CFI-1), NFPA Certified Fire Plans Examiner (CFPS) and NFPA Certified Fire Protection Specialist (CFPS).

**Exception:** At Fire Chief's discretion, a person may be given up to eighteen (18) months to become a Florida Certified Firefighter, from the date of hire.

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**Note:** The following items shall be provided at the time of submittal of this form.

- 1. Copy of current State Fire Fighter Certification.
- 2. Copy of current State Fire Inspector Certification.
- 3. Copy of your passing letter from the Board of Rules and Appeals test.
- 4. A clear copy of a current photo ID.
- 5. A résumé indicating all education and work experience.
- 6. Individuals being considered for certification will be required to complete an affidavit of compliance with Chapter 71-575. (See Board Policy 14-02)

\*\*\*BORA staff is authorized to request additional information to verify employment and/or experience\*\*\*

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The undersigned submitting this application for certification, indicates compliance and vouches for the truth and accuracy of all statements and answers herein contained by affixing his/her signature below.

\_\_\_\_\_ X \_\_\_\_\_  
Type/Print Name of Applicant Signature of Applicant

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by

\_\_\_\_\_ X \_\_\_\_\_  
Type/Print or Stamp Notary's Name Notary's Signature as to Applicant's Signature

Personally Known \_\_\_\_\_ Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

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I certify that I verified that the above-named applicant meets all the requirements for this position in accordance with the Florida Fire Prevention Code and the Local Fire Amendments as applicable to Broward County.

\_\_\_\_\_ X \_\_\_\_\_  
Type/Print Name of Fire Chief Signature of Fire Chief

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by

\_\_\_\_\_ X \_\_\_\_\_  
Type/Print or Stamp Notary's Name Notary's Signature as to Applicant's Signature

Personally Known \_\_\_\_\_ Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

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Approved by BORA on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Subject:** Policy/Affidavit to ensure compliance with Chapter 71-575, paragraph 4(b), Laws of Florida

**POLICY/AFFIDAVIT**

The requirements below have been adopted by vote of the Broward County Board of Rules and Appeals on April 10, 2014, to help ensure compliance with Chapter 71-575, paragraph 4(b), Laws of Florida.

**NOTICE**

All applicants for certification or re-certification are required to execute the following statement and to have same notarized by a duly authorized Notary. Failure to execute and have this statement notarized will prevent the certification/re-certification process from proceeding to completion.

**THE UNDERSIGNED HEREBY VOLUNTARILY AND KNOWINGLY STATES AS FOLLOWS:**

The undersigned has read Chapter 71-575, paragraph 4(b), Laws of Florida and has had the opportunity to have same reviewed and explained by legal counsel. Undersigned understands the terms of same and that any Inspector (such as and including but not limited to structural, engineering, plumbing, mechanical, or electrical) or other building official charged with enforcing or otherwise supervising or inspecting any work covered under any section of the Florida Building Code as applicable to Broward County pursuant to Chapter 71-575, Laws of Florida, and who is required to hold or who otherwise holds a Certificate of Competency in any area of construction shall not use his/her Certificate of Competency to engage in free enterprise thereby, competing against persons or firms that may do business within Broward County whose work he/she may also inspect, nor may he/she allow his/her Certificate of Competency to be used by another person or firm. This includes any activity, such as, but not limited to bidding, contracting, code consulting, design, employment, plan review, special building inspections, etc., regardless of compensation. The undersigned makes application for certification or re-certification, affirms compliance with aforementioned Code Section, and vouches for the truth and accuracy of all statements and answers herein contained by affixing his/her signature below. The undersigned agrees that failure to comply with the requirements of chapter 71-575, Laws of Florida, shall be considered a material breach of the terms of certification and may result in decertification/ denial of certification.

A copy of a legal opinion with respect to Chapter 71-575, Laws of Florida, is available upon request.

The undersigned submitting this application for certification, acknowledges and indicates compliance with all statements contained by affixing his/her signature below.

\_\_\_\_\_ X \_\_\_\_\_  
Type/Print Name of Applicant Signature of Applicant

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by

\_\_\_\_\_ X \_\_\_\_\_  
Type/Print or Stamp Notary's Name Notary's Signature as to Applicant's Signature

Personally Known \_\_\_\_\_ Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

*Editor's Note: Affidavit was authorized by BORA vote on May 8, 2014, and was issued by the Board Chair on May 9, 2014.*