



**Nassau County Fire Commission  
Office of the Fire Marshal**

1194 Prospect Avenue  
Westbury, N.Y. 11590  
(516) 573-9900  
nassaucountyny.gov/firemarshal

## *License Document Requirements*

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The following documents are required in order to process your license application or renewal.

1. Double-sided license application filled out completely and notarized.
2. Check for the proper amount payable to the *Nassau County Treasurer*. \$320 initial, \$165 renewal.
3. Certificate of Incorporation, Articles of Organization or other official NYS business paperwork, stamped by NYS.
4. Certificate of Assumed Name from NYS if operating under a different name from above, stamped by NYS.
5. Proof of financial responsibility
  - a. Certificate of Liability Insurance (form ACORD 25)
6. Proof of workers' compensation (one of the following)
  - a. Exemption form CE-200
  - b. Certificate of Workers' Compensation Insurance (form C-105.2 or U-26.3)
  - c. Certificate of Workers' Compensation Self Insurance (form SI-12 or GSI-105.2)
7. Proof of disability benefits (one of the following)
  - a. Exemption form CE-200
  - b. Certificate of Disability Benefits form DB-120.1
  - c. Certificate of Disability Benefits Self Insurance form DB-155
8. For automatic fire-extinguishing licenses, a copy of all manufacturer's training certificates.
9. For portable fire extinguisher service (PFE), a current DOT cylinder requalification facility letter, or an agreement letter from a valid PFE licensed contractor who holds the same.
10. For sprinkler, PFE, kitchen exhaust cleaning, and board-up licenses, a list of all employed COF holders, including their full name, tester ID, COF number and expiration date, or a copy of all COF cards.
11. For Flammable Finish Licenses (FFL), a copy of the most recent suppression system service performed by a contractor licensed for that system (extinguishing system [within 6 months] or sprinkler [within 3 months])

**The Certificate Holder on all insurance policies shall read:**

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**The corporate name on each form must match identically and must also match the corporate name on file. It must also contain the valid entity type, e.g., INC, CORP, LLC, etc.**

**The forms listed above must be attached to the fully-completed license application. They will not be accepted in part or via fax. Failure to submit the full package may delay the processing of your application and may result in suspension or revocation of your license.**