



State of New Jersey  
Department of Community Affairs  
Division of Fire Safety  
Contractor Certification Unit

## Contractor Certification Unit Fees

Business Permit \$250.00  
Renewal Business Permit \$250.00  
Certification \$75.00  
Renewal Certification \$75.00  
Amended Business Permit \$50.00  
Amended Certification \$25.00  
Duplicate Certification \$25.00  
Late Fee Business Permit or Certification (Twice regular Fee \$500.00 & \$150.00 respectfully)

All Checks payable to “**Treasurer Sate of New Jersey**”

**An amended permit or certification is one with a change in any required information, address, qualifier, more than 50% change in ownership etc. You need to fill out a new permit or certification form, with payment and a signed letter on company letterhead requesting changes to the address below.**

**Please note if your federal ID number has changed it is considered a new business and a new permit is required.**

**Failure to keep your records with us up to date is a violation of the regulations, it can result in you or your company not getting all required information sent to you.**

## Complaint Policy

**We ask that all complaints be made in narrative style on letterhead with as much information as possible. Complaints may be faxed to 609.324.8493. Please include your contact information. We ask for you to follow up in mail with a hard copy to:**

**Department of Community Affairs  
Division of Fire Safety  
Contractor Certification and Emblems Unit  
PO Box 809  
Trenton, NJ 08625-0809**

