



New Jersey Fire & Smoke Damper Contractor Registration Guide

Authoritative guidance for contractors seeking registration with the New Jersey Division of Fire Safety

Purpose

This document explains how contractors become registered to legally perform Fire Damper, Smoke Damper, and Combination Fire/Smoke Damper inspections in the State of New Jersey. Eligibility is based on certification and registration through the New Jersey Division of Fire Safety (DFS).

Prior to registering, all contractors who wish to perform Damper or Smoke Control inspections must hold their ICB Contractor Certification (not just the Supervisor Certification), as required under New Jersey law.

Step 1 – Confirm First-Time Applicant Status

Applies only to individuals who have never applied through NJ DFS, are not firefighters, and do not already have a DFS ID number.

Step 2 – Create or Confirm a MyNewJersey Account

Maintain a MyNewJersey (myNJ) account at <https://my.state.nj.us>. Do not create duplicate accounts.

Step 3 – Register for the DFS Certification & Licensing Portal

Register at https://certification.dca.nj.gov/NJDCA_cert_Lice_Portal and link to your myNJ account.

Step 4 – Individual Contractor Application and DFS ID Issuance

Navigate: License Certification Tab → Fire Protection Contractor → Individual Contractor.

Upload all three ICB certifications and required documentation. Select “COMBINATION FIRE AND SMOKE DAMPER / C7.” Submission generates the DFS ID. The individual serves as the qualifier for the business permit.

Step 5 – Apply for Fire Protection Contractor Business Permit

Navigate: License Certification Tab → Fire Protection Contractor → Business Permit.

Authorizes the company to perform fire and smoke damper work in New Jersey.

Out-of-State Contractors must complete and notarize the Out-of-State Power of Attorney form.

Certificate of Insurance must list: NJ Division of Fire Safety, Contractor Certification Unit, PO Box 809, Trenton, NJ 08615.

Payment is requested only after DFS review and preliminary approval.

Step 6 – Review, Approval, and Maintenance

Applications are reviewed in stages. Once approved, permits renew every three years and required continuing education must be maintained.

Contractor Registration Flowchart

