



HOWARD COUNTY DEPARTMENT OF FIRE AND RESCUE SERVICES

410-313-6000

To: All Fire Protection Contractors licensed in the State of Maryland

From: Daniel G. Merson, Assistant Fire Chief

Re: Electronic Submission of Fire Protection Reports

Howard County has recently revised its locally amended Fire Code. One of the requirements of the 2015 code is that ALL fire protection contractors shall submit their maintenance, repair, and annual inspection reports electronically to the Howard County Fire and Rescue, Office of the Fire Marshal. All submissions will be required to be submitted through the Mobile-Eyes Inspection Software, Contractor Portal.

The requirement for electronic submissions is set to begin on July 1, 2016. The Office of the Fire Marshal held an informational seminar regarding this process on 5/17/2016. If you were unable to attend the seminar, it was recorded and is available via Ustream at <http://www.ustream.tv/recorded/86976294> or on YouTube at <https://m.youtube.com/watch?v=6emuAf8HFoU>

Contractors are invited to start using the Contractor Portal as soon as your account has been set up with Mobile Eyes Inspection Software. During the initial setup and trial of the Contractor Portal, there will be no charge to submit the reports. As of July 1, 2016, there will be a \$5.00 charge for each report that the contractors are required to submit electronically.

Please note that this requirement is mandatory. Failure to comply will result in a Class "C" civil citation for failure to comply not to exceed \$250.00 per occurrence. I look forward to working with each of you to help make this system an asset for all parties involved.

If there are any questions or concerns regarding this process please contact Lieutenant David Reines at (410) 313-6047 or via email at dreines@howardcountymd.gov.

Sincerely,

Daniel G. Merson
Assistant Fire Chief
Office of the Fire Marshal