

Retrofitting

Condominium and cooperative associations are required to report to the Division certain information regarding the membership vote to waive retrofitting requirements for fire sprinkler systems and handrails and guardrails. If the association does not waive retrofitting requirements, it must report the per unit cost of retrofitting to the Division. Retrofitting information collected by the Division is then reported to the State Fire Marshal on an annual basis.

To visit the Department's online portal and create an account, click the link below:

- [DBPR's Online Portal](#)

The Division has created step-by-step instructions for the creation of the online account. To view instructions for creating an account and linking the association's managing entity to the account, click the link below:

- [Creating an Account and Linking the Association's Managing Entity](#)

Once logged in, and after linking the account to the managing entity/association, you will see the following menu options on the License Menu page. This guide will cover the menu options for **Fire Safety and Handrails & Guardrails Retrofitting**. Please note, once you click on the menu option, the information will not be saved until the form is completed. If you exit the form early, the information entered will be lost and you will have to start again.

The screenshot shows a software interface for managing licenses. At the top, there is a 'License Menu' header with instructions to select a function and a 'Back' link. Below this, a 'Functions' section lists several options: 'Association Information', 'Building and Assessment Information', 'Fire Safety and Handrails & Guardrails Retrofitting' (which is highlighted with a red box), 'PDR/CONDOMINIUM ALTERNATIVE FUNDING METHODS', 'Structural Integrity Reserve Study Reporting', and 'Remove This License From My Account'. To the right of the functions, there is a box containing 'License Issued To:' and 'License Status:'. At the bottom right of the page is a 'Back' button.

All sections on the left will need to be completed.

Introduction	Fire Safety and Handrails & Guardrails Retrofitting - Introduction
Transaction Suitability Questions	Condominium and cooperative associations are required to report to the division certain information regarding the membership vote to waive retrofitting requirements for fire sprinkler systems and handrails and guardrails. If the association does not waive retrofitting requirements, it must report the per unit cost of retrofitting to the division. Retrofitting information collected by the division is then reported to the State Fire Marshal on an annual basis.
Relations	
Project Information	
Retrofitting Information	
Submitter Information	
Application Summary	

The report must be submitted for each condominium or cooperative project, and if there was a vote to waive or retrofitting commenced, individually. You need to complete this submission .

The following information will be required for this submission:

1. If there was a vote taken within the past year on retrofitting of fire sprinkler systems, or handrails/guardrails, or has your association undertaken retrofitting work.
2. The Project Type, Project Name, Project Number, and Address of the Project.
3. For Fire Safety - If the vote was at a duly-called meeting of the association or by execution of written consent, the totals for the vote, the county that the certificate attesting the vote is recorded in, the start date of the retrofitting and the cost per unit of the retrofitting.
For Handrails and Guardrails - If the vote was at a duly-called meeting of the association or by execution of written consent, the totals for the vote, the county that the certificate attesting the vote is recorded in, the start date of the retrofitting and the cost per unit of the retrofitting.
4. The submitters contact information.
5. The last date the Association filed its Annual Report with the Office of the Florida Secretary of State.

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the previous menu.

Next **Cancel**

The first page on the Retrofitting portal is the list of instructions and information needed for submission. After reviewing the instructions and information required, click Next to proceed to continue.

Introduction	Fire Safety and Handrails & Guardrails Retrofitting - Introduction
Transaction Suitability Questions	Condominium and cooperative associations are required to report to the division certain information regarding the membership vote to waive retrofitting requirements for fire sprinkler systems and handrails and guardrails. If the association does not waive retrofitting requirements, it must report the per unit cost of retrofitting to the division. Retrofitting information collected by the division is then reported to the State Fire Marshal on an annual basis.
Relations	
Project Information	
Retrofitting Information	
Submitter Information	
Application Summary	

The report must be submitted for each condominium or cooperative project, and if there was a vote to waive or retrofitting commenced, individually. You need to complete this submission .

The following information will be required for this submission:

1. If there was a vote taken within the past year on retrofitting of fire sprinkler systems, or handrails/guardrails, or has your association undertaken retrofitting work.
2. The Project Type, Project Name, Project Number, and Address of the Project.
3. For Fire Safety - If the vote was at a duly-called meeting of the association or by execution of written consent, the totals for the vote, the county that the certificate attesting the vote is recorded in, the start date of the retrofitting and the cost per unit of the retrofitting.
For Handrails and Guardrails - If the vote was at a duly-called meeting of the association or by execution of written consent, the totals for the vote, the county that the certificate attesting the vote is recorded in, the start date of the retrofitting and the cost per unit of the retrofitting.
4. The submitters contact information.
5. The last date the Association filed its Annual Report with the Office of the Florida Secretary of State.

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the previous menu.

Next **Cancel**

Next is the Eligibility Question page. If your association has conducted a membership vote on retrofitting of fire sprinkler systems or handrails/guardrails, or has undertaken retrofitting work within the past year, select 'Yes' and click 'Next'.

Introduction	Fire Safety and Handrails & Guardrails Retrofitting - Eligibility Questions	
Transaction Suitability Questions	Please answer the question below.	
Relations	Answer the questions and press "Next".	
Project Information	Press "Previous" to return to the previous section.	
Retrofitting Information	Press "Cancel" to cancel this application and return to the main menu.	
Submitter Information	Question	
Application Summary	Has your association conducted a membership vote within the past year on retrofitting of fire sprinkler systems, or handrails/guardrails, OR has your association undertaken retrofitting work?	
	Answer	
	<input checked="" type="radio"/> Yes	
	<input type="radio"/> No	
	Previous	Next
	Cancel	

If your association has not conducted a membership vote on retrofitting of fire sprinkler systems or handrails/guardrails, or has undertaken retrofitting work within the past year, then you will not need to submit this form.

Introduction	Fire Safety and Handrails & Guardrails Retrofitting - Eligibility Questions	
Transaction Suitability Questions	Please answer the question below.	
Relations	<ul style="list-style-type: none">This submission is only for associations that have taken a vote within the past year on retrofitting or undertaken retrofitting work.	
Project Information	Answer the questions and press "Next".	
Retrofitting Information	Press "Previous" to return to the previous section.	
Submitter Information	Press "Cancel" to cancel this application and return to the main menu.	
Application Summary	Question	
	Answer	
	<input type="radio"/> Yes	
	<input checked="" type="radio"/> No	
	Previous	Next
	Cancel	

The following page is the Related Licenses Listing page, where you will see the project linked to the associations account, and the list is automatically populated from the licensing system. The License Number for the Condominium or Cooperative Project will be needed to complete this submission, so please take note of which Project you are submitting the Retrofitting Information for. After noting the License Number, click 'Next'.

Introduction	Fire Safety and Handrails & Guardrails Retrofitting - Related Licenses Listing																				
Transaction Suitability Questions	These are all of the condominiums or cooperatives linked to the association. The information here may be helpful in completing the next page.																				
Relations	Press "Add" to add a related license.																				
Project Information	Press "Delete" to delete a related license.																				
Retrofitting Information	Press "Previous" to return to the previous section.																				
Submitter Information	Press "Next" when finished adding/changing the related licenses.																				
Application Summary	Press "Cancel" to cancel this application and return to the main menu.																				
Search Relationships																					
	First Name:	<input type="text"/>	Last Name:	<input type="text"/>																	
	Organization Name:	<input type="text"/>	License Number:	<input type="text"/>																	
	Search																				
	<table border="1"> <thead> <tr> <th>License Number</th> <th>Status</th> <th>Related Party</th> <th>Relation Type</th> <th>Relation Effective Date</th> <th>Rank</th> <th>Expiration Date</th> </tr> </thead> <tbody> <tr> <td>PRO00000</td> <td></td> <td>Test Condominium</td> <td>Condo Project- Condo Association</td> <td></td> <td></td> <td>Condominium Project</td> </tr> </tbody> </table>							License Number	Status	Related Party	Relation Type	Relation Effective Date	Rank	Expiration Date	PRO00000		Test Condominium	Condo Project- Condo Association			Condominium Project
License Number	Status	Related Party	Relation Type	Relation Effective Date	Rank	Expiration Date															
PRO00000		Test Condominium	Condo Project- Condo Association			Condominium Project															
	Total Records : 1 Previous 50 Next 50																				
	Previous Next Add Cancel																				

The next page is where you will submit the information regarding the project. Each Retrofitting submission must be done for one Project at a time. If you need to submit for multiple Projects, please resubmit the entire form for each Project individually. Click 'Add' to open the information window.

Introduction

Fire Safety and Handrails & Guardrails Retrofitting - Project Information - Information

Please copy and paste the project license number from the above relations screen. If there is a project missing, please search for your project and add it to the relations page.

Transaction Suitability Questions

Relations

Project Information

Retrofitting Information

Submitter Information

Application Summary

Press "Add" to add a new record.

Press the "Edit" link to edit an existing record.

Press the "Remove" link to remove an existing record.

Press "Previous" to return to the previous section.

Press "Next" after appropriate details have been entered.

Press "Cancel" to cancel this application and return to the main menu.

Project License Number	Street Name	Street Line 2	Address Line 3	City	State	Zip/Postal Code	County	Number of Habitable Stories	Number of Inhabitable Stories	Total # of units within the building
#										

Add **Previous** **Next** **Cancel**

After clicking 'Add', the information window will open. Fill in the information for Project License Number, Street Number, Street Name, City, State, Zip/Postal Code, County, Number of Habitable Stories, Number of Uninhabitable Stories, and the Total Number of Units Within the Building. Once the information is completely filled out, click 'Next'.

Introduction

Fire Safety and Handrails & Guardrails Retrofitting - Project Information - Add

Please copy and paste the project license number from the above relations screen. If there is a project missing, please search for your project and add it to the relations page.

Transaction Suitability Questions

Relations

Project Information

Retrofitting Information

Submitter Information

Application Summary

Press "Next" to save this record and continue.

Press "Cancel" if you do not want to save your changes and return to the previous screen.

Project License #:

Street Number:

Street Name:

Address Line 2:

Address Line 3:

City:

State:

Zip/Postal Code:

County:

Number of Habitable Stories:

Number of Inhabitable Stories:

Total # of units within the building:

Next **Cancel**

After adding the Project Information, click 'Next'.

Introduction **Fire Safety and Handrails & Guardrails Retrofitting - Project Information - Information**

Transaction Suitability Questions
Please copy and paste the project license number from the above relations screen. If there is a project missing, please search for your project and add it to the relations page.

Relations
Press "Add" to add a new record.

Project Information
Press the "Edit" link to edit an existing record.

Retrofitting Information
Press the "Remove" link to remove an existing record.

Submitter Information
Press "Previous" to return to the previous section.

Application Summary
Press "Next" after appropriate details have been entered.
Press "Cancel" to cancel this application and return to the main menu.

Project License #	Street Number	Street Name	Address Line 2	Address Line 3	City	State	Zip/Postal Code	County	Number of Habitable Stories	Number of Inhabitable Stories	Total # of unwithin the build

Add **Previous** **Next** **Cancel**

Click 'Add' on the Retrofitting Information page to answer the questions related to Retrofitting below.

Introduction **Fire Safety and Handrails & Guardrails Retrofitting - Retrofitting Information - Information**

Transaction Suitability Questions
Please enter the information requested below.
Press "Add" to add a new record.

Relations
Press the "Edit" link to edit an existing record.

Project Information
Press the "Remove" link to remove an existing record.

Retrofitting Information
Press "Previous" to return to the previous section.
Press "Next" after appropriate details have been entered.

Submitter Information
Press "Cancel" to cancel this application and return to the main menu.

Application Summary

1. Project submission #	2. This license is regarding	3. Choose options that applies	4. The vote was conducted	5. The number of unit owners voting to waive the State of Florida requirements	6. The number of unit owners voting not to waive the State of Florida requirements	7. The total number of voting interests in the condominium association	8. A certificate of attesting to this vote is recorded in the County of	9. E

Add **Previous** **Next** **Cancel**

The following page is the Retrofitting Information page. Questions 1-3 are required for all submissions. Question 3 is where the association indicates the action taken regarding retrofitting. If the association has voted to waive retrofitting, answer Questions 4-10, put "N/A" for Question 11 and "\$0.00" for Question 12. If the association did not waive retrofitting requirements, put "N/A" for Questions 4-10, leaving Question 8 empty and answer Questions 11 and 12.

Fire Safety and Handrails & Guardrails Retrofitting - Retrofitting Information - Add

Please enter the information requested below.

Press "Next" to save this record and continue.
Press "Cancel" if you do not want to save your changes and return to the previous screen.

1. Project License #:

2. This submission is regarding:

3. Choose the options that applies:

**If the association has voted to waive retrofitting, answer questions 4 - 10.
If another option was chosen for question 3, please put "N/A" for questions 4-10, except leaving question 8 blank.**

4. The vote to waive retrofitting requirements was conducted:

5. The number of unit owners voting to waive the State of Florida requirements:

6. The number of unit owners voting not to waive the State of Florida requirements:

7. The total number of voting interests in the condominium association:

8. A certificate attesting to this vote is recorded in the County of:

9. Book Number:

10. Page Number:

**If the association did not waive retrofitting requirements, answer questions 11 and 12.
If another option was chosen for question 3, please put "\$0.00" for questions 12.**

11. Date the commencement of retrofitting took place: (mm/dd/yyyy)

12. Per unit cost of retrofitting (format \$5,000.00):

Next **Cancel**

The next page is the Submitter Information page. Enter your name, email address, and phone number and click 'Next'.

Introduction	Fire Safety and Handrails & Guardrails Retrofitting - Submitter Information - Information		
Transaction Suitability Questions	Please enter the information requested below.		
Relations	Press "Previous" to return to the previous section.		
Project Information	Press "Next" after appropriate details have been entered.		
Retrofitting Information	Press "Cancel" to cancel this application and return to the main menu.		
Submitter Information	 * Name: <input type="text"/> * E-Mail: <input type="text"/> * Business Phone Number: <input type="text"/>		
Application Summary	 Previous Next Cancel		

After filling out the Submitter's Information page, you will be able to review the entire submission for completeness and accuracy. If errors are identified, you can click on the previous button at the bottom of every page to get to the page that needs revision. Once the information has been confirmed, review the affirmation, check 'Yes' and click 'Submit' to submit the Retrofitting Information.

Introduction	Fire Safety and Handrails & Guardrails Retrofitting - Affirmation		
Transaction Suitability Questions	Press "Previous" to return to the previous section.		
Relations	Press "Submit" to complete this transaction.		
Project Information	Press "Cancel" to cancel and return to the main menu.		
Retrofitting Information	 Please read the following statements and answer "Yes" or "No" at the bottom.		
Submitter Information	I hereby certify that the information provided in this form is true, accurate, and complete to the best of my knowledge.		
Application Summary	I understand that an electronic signature shall have the same force and effect as a written signature. <input checked="" type="radio"/> Yes <input type="radio"/> No Previous Submit Cancel		