



South Carolina Department of Labor, Licensing and Regulation
South Carolina Contractor's Licensing Board
 110 Centerview Dr. • Columbia • SC • 29210
 P.O. Box 11329 • Columbia • SC • 29211
 Phone: 803-896-4686 • Contact.CLB@llr.sc.gov • Fax: 803-896-4814
llr.sc.gov/clb

2024-2026 FIRE SPRINKLER CONTRACTOR RENEWAL APPLICATION
(Doc. 141)

Renewal Instructions/Requirements:

- Check or money order only (no cash) in the amount of the renewal fee made payable to SCCLB. (All fees are non-refundable. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.)
- Mail all items to the address above. (Use PO Box for regular mail; use street address for overnight mail.)
- A current **Certificate of Liability Insurance** (minimum amount \$100,000) must be on file with this office before the license can be renewed, indicating the SC Contractor's Licensing Board as the "Certificate Holder" on the form.
- If the licensee's Federal ID# or legal organization has changed since its last renewal, and it has not already filed a new initial application on [Doc. #145](#), it may not renew the existing license and must complete Doc. #145.
- Evidence of current NICET Technician Certification in Fire Protection Engineering Technology Automatic Sprinkler System Layout, Level III or IV must be submitted with this renewal application for each primary qualifying party and each qualifying party.

FOR BOARD USE ONLY	
Check No.	
Amount Paid	

Renewal Fees: (Check all that apply) You must submit a separate application for each licensed location.

Renewed by **July 31, 2024**: Main Office: \$200 (Includes 1 primary qualifying party (PQP))
Branch Office: \$100 (Includes 1 PQP)

- Licenses not postmarked or renewed online by **July 31, 2024** will be lapsed and the licensee may not engage in fire sprinkler system work.

Main Office (and 1 PQP) - \$200 **Branch Office** (and 1 PQP) - \$100 **Add'l Qualifier:** _____ x \$50 each

- Renewals postmarked **August 1, 2024 – August 30, 2024** will have a late fee of \$100
- Renewals postmarked **August 31, 2024 – September 29, 2024** will have a late fee of \$150
- Renewals postmarked **September 30, 2024 – October 29, 2024** will have a late fee of \$200
- Renewals postmarked **October 30, 2024 – November 28, 2024** will have a late fee of \$250
- **After November 28, 2024** the license is cancelled and you must submit an initial application, [Doc. #145](#).

Total Amount Submitted: \$ _____

LICENSEE INFORMATION

Entity Name: _____ License No.: _____
 (As it appears on the license)

Street Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____
 (If different than above)

Phone No.: _____ Fax No.: _____

Email: _____

CURRENT PRIMARY QUALIFYING PARTY (PQP) AND QUALIFYING PARTY (QP) INFORMATION

PQP		
PQP Qualifier Full Name	PQP Certificate No.	Location and Position with Company
QPs (other than PQP)		
Qualifier Full Name	QP Certificate No.	Position with Company

RENEWAL QUESTIONS

All questions must be answered for the licensed fire sprinkler contractor business itself, as well as for its undersigned certifying representative, its current PQP and all QPs (“Representatives”) for events occurring since the sprinkler contractor’s last renewal or revision application, or if no prior renewal or revision, since its initial application.

For any “Yes” answers: Complete and submit Document No. 142 “Explanatory Statement of Yes Answers” for each person to whom a Yes answer applies. It can be found here: https://lfr.sc.gov/clb/renewals_sprinkler.aspx

Since your initial application, last renewal or revision application, has the licensed fire sprinkler contractor or any representative:

1. Been convicted of or pled guilty or nolo contendere in this or any jurisdiction to a felony or an offense involving drugs? Yes No
2. Been convicted, pled guilty or nolo contendere in this or in any jurisdiction of any of the following offenses related to fire sprinkler contracting: forgery, embezzlement, obtaining money under false pretenses, theft, extortion, or conspiracy to defraud? Yes No
3. Been convicted, pled guilty or nolo contendere in this or any jurisdiction to the offenses of unlawful breaking or entering, burglary or larceny? Yes No
4. Have any outstanding monetary judgments related to fire sprinkler contracting? Yes No
5. Had a fire sprinkler license, certificate or registration suspended, cancelled, revoked, denied renewal for cause or otherwise disciplined? Yes No
6. Had any license, certificate or registration to practice in a regulated profession in this or any jurisdiction canceled, revoked or suspended or otherwise disciplined? Yes No
7. Has a professional license, certificate or registration presently under suspension in this or any jurisdiction? Yes No
8. Had a change in lawful presence status in the United States that has not been updated or reported to the Board? Yes No

If yes, attach an updated [Verification of Lawful Presence form, found here](#).

AFFIRMATION OF CERTIFYING REPRESENTATIVE

I certify under penalty of perjury that the individual listed above as a primary qualifying party is employed in a full-time management position with the fire sprinkler contractor submitting this renewal application, and that all statements and representations made in this application, including all supplementary documents submitted with the application, are true and correct to the best of my knowledge after undertaking due diligence to determine their accuracy. I further certify that I am authorized to complete and submit this application on behalf of the contractor seeking license renewal and I take responsibility for ensuring required additional explanations and documentation will be provided if not already provided with this application.

Name: _____ Phone No.: _____

Email Address: _____

Title or Position with Applicant Entity: General Partner Managing Partner
 Sole Owner LLC Manager LLC Member Corporate Officer–Title: _____
 Employed in a Full-Time Management Position

Signature

Date

PRIVACY STATEMENT

South Carolina law requires the agency to collect personal information which is only disseminated as required by law. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on your renewal application and other documents on file may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical purposes.