



## Common Issues Causing Delays or Otherwise Preventing Renewal Processing

### All Renewals

- Renewal not properly signed and dated.
- Signed by someone other than the record holder.
- Altering or otherwise falsifying a personalized renewal form (versus updating information).
- Failure to update contact information as it changes.
- Failure to respond to inquiries from this office.
- Submitting the same renewal multiple times through multiple methods.
- Not paying the invoice or returning the payment without the invoice.
- Overpaying or underpaying the invoice amount.
- Waiting until the new cycle (after December 31) to ask about renewing/missing renewals.
- The submission, whole or in part, is illegible.

### Contractor Licensing (RCW 18.160)

- Number of included certification renewals doesn't match the given tally.
  - More/Less renewal notices included than were tallied.
  - Tally left completely blank.
- Licensing status with the Washington State Department of Labor & Industries.
  - Suspended.
  - Legal name change without proper or timely notification to this office.
  - Will expire anytime during or shortly after the cycle (between October and February).
- Position of signatory not provided.
- Conditional licensing bond with the Fire Protection Bureau either expired or cancelled.
- Required certificate holder renewal (same level) not received or included.
- Failure to verify or update certified employee list when contacted (August).
- Submitting additional certification renewals for us to collate and track versus providing a complete renewal set all at once.

### Certificate of Competency Holders (RCW 18.160)

- Changing employers without legally transferring first.
- Employing contractor's licensing renewal stopped.
  - Cannot be issued unless the company is good.

### Fire Sprinkler Fitters (RCW 18.270)

- Trainee not working for a Licensed Fire Protection Sprinkler System Contractor.
- Employing contractor's licensing renewal stopped.
  - Only *delays* release of Residential and Journey Fitter certifications. Issuance and legal compliance occur regardless of the employing contractor's license.