



Considerations for Renewing Fire Sprinkler Contractor Licenses

- If renewing independently of your certified employees the license will not be issued until at least one (1) certified employee of the same level has also renewed, referred to as a matched renewal. This is **regardless** of any invoice which may or may not be paid.
- When renewing with your certified employees (one invoice/bill) remember:
 - Collect a completed and signed certification renewal from each employee to be included.
 - Tally the number of RCW 18.160 certification renewals (Levels 1, 2, 3, U, and ITT).
 - Do not include any fitter renewals (Residential, Journey, and Trainee) OR the contractor license in that certification tally.
 - List the certification tally on the licensing renewal notification where indicated.
 - Submit all renewals together as a single submission – please avoid late additions.
- All renewals must be signed and dated.
 - The license renewal must be signed by someone with signature authority for the company. If the signature differs from the listed contact person, include their position with the company next to their signature.
 - The employing contractor cannot sign for any certification.
- Your contractor licensing status with the Washington State Department of Labor & Industries will be verified before proceeding with an invoice.
 - Any license which has expired, been suspended, or is otherwise invalid at the time of renewal will not be invoiced.
 - This includes legal name changes this office was not notified of.
 - Such contractors are also no longer considered a licensed fire protection sprinkler system contractor.
 - Licenses which expire before January will not be invoiced until renewed.
- Your third party fire protection sprinkler system contractor surety bond with this office will be verified as current and active prior to invoicing.
 - No invoice will be issued unless this bond is current, replaced, or reinstated.
 - Additionally the license and all RCW 18.160 certifications are void without this bond.
- Renewals can take up to three (3) weeks to generate an invoice. Many factors, especially any of the above, can delay the invoicing process.
- **Do not pay any amount other than the invoiced total.**
 - No additional or increased payments are allowed on any issued invoice.
 - If the amount due must be decreased, contact our office for details on how to proceed.
- All invoiced credentials are released within five (5) working days of receiving (a matching) payment.