

**STATE BOARD OF EXAMINERS OF  
PLUMBING, HEATING, AND FIRE  
SPRINKLER CONTRACTORS**



**APPLICATION PACKET FOR PERSONS  
APPLYING TO TAKE QUALIFYING EXAMINATION FOR  
THE LIMITED FIRE SPRINKLER MAINTENANCE  
TECHNICIAN LICENSE**

**All applicants for examination must have the current Laws and Rules book issued by the Board (G.S. Chapter 87, Article 2 and 21 North Carolina Administrative Code Chapter 50) at the time the applicants submits the attached application form for examination. By returning this application for approval, the applicant is stating he/she has all of the required books and is prepared to test.**

**Incomplete applications will be returned.** A completed application packet, background criminal record check, and experience forms verified by our staff must be received in this office before you will be qualified to sit for the examination

### **License Requirements:**

- Applicants for the Limited Fire Sprinkler Maintenance License must submit evidence of 2000 hours (1 year) experience at the place for which license is sought as a full-time maintenance employee in facility maintenance with exposure to periodic maintenance of fire protection systems.
- Application must be signed by both applicant and employer in appropriate areas and signatures must be notarized.
- License will be issued in the name of the company and the applicant.
- Notice To Employer and Applicant:  
In order for the Board to maintain appropriate standards of competence for new licensees, it is imperative that extreme care be exercised in verifying an applicant's experience. The Board reserves the right to review, if necessary, all employment records prior to making a final determination of an applicant's experience.
- **Fire Sprinkler Maintenance Experience Must be Detailed – Specific Duties Must be Listed**
- This is a yearly license and will expire each year on **December 31<sup>st</sup>**.

Mail Completed application Packet and Examination Fee to:

**State Board of Examiners of Plumbing,  
Heating and Fire Sprinklers Contractors  
1109 Dresser Ct  
Raleigh, NC 27609**

**CHAPTER 50 - BOARD OF EXAMINERS OF PLUMBING, HEATING AND FIRE  
SPRINKLER CONTRACTORS**

**FIRE SPRINKLER MAINTENANCE TECHNICIAN**

**21 NCAC 50 .0301 QUALIFICATIONS DETERMINED BY EXAMINATION**

(f) Applicants for license in the Limited Fire Sprinkler Maintenance classification obtain license based on maintenance experience, education and job classification set forth in Rule .0306 and passage of a test administered by the Board.

*History Note: Authority G.S. 87-18; 87-21(a); 87-21(b);  
Amended Eff. July 3, 2012*

**21 NCAC 50 .0306 APPLICATIONS: ISSUANCE OF LICENSE**

(g) Applicants for initial licensure in the Limited Fire Sprinkler Maintenance classification must submit evidence of 2000 hours experience at the place for which license is sought as a full-time maintenance employee in facility maintenance with exposure to periodic maintenance of fire protection systems as described in 21 NCAC 50.0515 of this Chapter. Applicants who have held maintenance license previously at a different facility are not required to demonstrate experience in addition to the experience at the time of initial licensure but shall submit a new application for the new location at which they wish to be licensed.

*History Note: Amended Eff. April 1, 2014.*

**21 NCAC 50 .0505 GENERAL SUPERVISION AND STANDARD OF COMPETENCE**

(c) Work performed under Rule .0513, Rule .0514, and Rule .0515 shall be performed by the licensed technician pursuant to the license held by that person.

*History Note: Authority G.S. 87-18; 87-23; 87-26;  
Amended Eff. July 3, 2012*

**21 NCAC 50 .0515 LIMITED FIRE SPRINKLER MAINTENANCE TECHNICIAN LICENSE**

(a) License in the Limited Fire Sprinkler Maintenance classification is required of the technician who carries out periodic maintenance observation or testing of water-based fire protection systems. Licenses shall be issued based on experience and training, as described in Rules .0301 and .0306 of this Chapter and expire annually. This license is limited to work on the systems at the locations of the employer of the licensee for which experience was demonstrated. Upon termination of employment at the location for which certified, the Limited Fire Sprinkler Maintenance license shall lapse, and a new license shall be obtained for the systems at the new place of employment by compliance with the requirements of Rule .0306 of this Chapter. Insurers who carry out inspections for the limited purpose of underwriting or rating for insurance purposes, in situations where the physical tasks are carried out by the on-site Maintenance licensee of the insured, are not required to be licensed pursuant to this Rule.

(b) Persons holding Limited Fire Sprinkler Maintenance license may only:

- (1) Operate and lubricate hydrants and control valves;
- (2) Adjust valve and pump packing glands;
- (3) Bleed moisture and condensation from air compressors, air lines and dry pipe system auxiliary drains;
- (4) Clean strainers;
- (5) Check for painted, damaged or corroded sprinklers, corroded or leaking piping and verify control valves are open;
- (6) Replace painted, corroded or damaged sprinkler head, using identical serial numbers;
- (7) Replace missing or loose hangers;
- (8) Replace gauges;
- (9) Clean water motor gong;
- (10) Perform air compressor maintenance;
- (11) Reset dry pipe valves;
- (12) Exercise fire pumps, not including conduct of a flow measurement test;
- (13) Perform periodic maintenance observation or testing, not including the annual NFPA-25 inspections; or
- (14) Perform repairs other than the foregoing on an emergency basis where necessary to restore a system to operation, provided the holder of the Limited Fire Sprinkler Maintenance license documents his efforts and inability to obtain the services of the holder of a license as an unlimited Fire Sprinkler Contractor prior to performing the repairs, but obtains such services within 72 hours thereafter.

*History Note: Authority G.S. 87-21;  
Amended Eff. January 1, 2010; May 1, 2006*

On this application, the Board asks questions about a license applicant's criminal history. In addition to the questions on this application, the Board may conduct a formal criminal or disciplinary history check. Answering "yes" to any of these questions or having a conviction, disciplinary or adverse employment action is not automatically a basis for denial of licensure.

When an applicant has a criminal conviction, the Board will consider:

- (1) The level and seriousness of the crime.
- (2) The date of the crime.
- (3) The age of the person at the time of the crime.
- (4) The circumstances surrounding the commission of the crime, if known.
- (5) The nexus between the criminal conduct and the prospective duties of the applicant as a licensee.
- (6) The prison, jail, probation, parole, rehabilitation, and employment records of the applicant since the date the crime was committed.
- (6a) The completion of, or active participation in, rehabilitative drug or alcohol treatment.
- (6b) A Certificate of Relief granted pursuant to North Carolina Gen. Stat. § 15A-173.2.
- (7) The subsequent commission of a crime by the applicant.
- (8) Any affidavits or other written documents, including character references.

If Board staff is unable to approve an application, the applicant has the right to request to have that application heard by the members of the Board. Any such request should be submitted in writing to the Board's Executive Director. The Board will conduct that hearing pursuant to the North Carolina Administrative Procedure Act and the Board's own hearing rules. As a result of the evidence presented at that hearing and considering the considerations outlined above, the Board may refuse to grant or may condition a license if it finds any of the grounds for doing so under North Carolina Gen. Stat. § 90-85.38(a).

If the applicant wishes to appeal the Board's final decision, the applicant may seek review of the decision by filing a petition for judicial review in the Superior Court pursuant to Article 4 of the Administrative Procedure Act, North Carolina Gen. Stat. § 150B-43 *et seq.*

Application for Fire Sprinkler Maintenance License

This application must be fully completed and accompanied by the appropriate fees and required documents. Please print or type.

If approved, license should be issued in the following company name: \_\_\_\_\_

**Personal Information**

Applicant's Name (first) \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Mailing \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Physical \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_

EMAIL\*\*Required \_\_\_\_\_

**Current Employer Information:**

Company Name \_\_\_\_\_

Company Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Company Physical Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Company Phone \_\_\_\_\_ ext \_\_\_\_\_ Fax \_\_\_\_\_

Examination Fees: \$100 non refundable included \*\*Please bill me (you must have a valid email on file)

If you are currently or were previously issued a license by this Board, enter your license number & qualifications:

License number \_\_\_\_\_ Qualification(s) \_\_\_\_\_

Have you ever been charged or convicted of a crime (excluding minor traffic violations)? (check one) Yes No

Are you presently serving or have you completed any period of incarceration, probation or parole for any misdemeanor or felony?

(If yes, please explain the occurrence(s) on a separate sheet of paper.) Yes No

**Work Experience**

(attach additional sheets if necessary)

Form FS-M (2021-08)

Must have been employed 2000 hours (1 year) as a full-time employee inf a facility maintenance role with this employer.

Current Employer: Dates employed (from) \_\_\_\_\_ to \_\_\_\_\_

Type of Business (check one)      Manufacturing      Hospital/Nursing Facility      Gov't      University

Other \_\_\_\_\_

Please check the type of system(s) you work on at this location(s)      Wet      Dry      Deluge      Pre-action

Job Description/Title \_\_\_\_\_

Location(s) of facility/company where work is performed (\*\*If different from location listed on page 1, please include street address and city-use a separate sheet as necessary)

\_\_\_\_\_  
\_\_\_\_\_

**Fire Sprinkler Maintenance Duties: Must be detailed and specific**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Complete below ONLY if the employer is a property management or contract maintenance company**

Name of Employer \_\_\_\_\_

Name(s) of company where applicant works \_\_\_\_\_

How long has applicant worked at this location(s) From \_\_\_\_\_ to \_\_\_\_\_

Is the applicant located at this location(s) full-time?      Yes      No      If no, explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Applicant Verification:**

Your signature (applicant) on this application is your certification that all information is accurate, true and complete.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

(SEAL)

\_\_\_\_\_  
(NOTARY PUBLIC SIGNATURE & PRINTED NAME)

MY COMMISSION EXPIRES \_\_\_\_\_

**This section to be completed by manager or supervisor of applicant**

I, \_\_\_\_\_, certify that \_\_\_\_\_

(Manager/Supervisor) Print

(Applicant's name)

is a full-time employee of \_\_\_\_\_ of which I am supervisor/manager and

(Applicant's name)

state that \_\_\_\_\_ shall be present at all times work is being carried out on the system.

(Applicant's name)

Manager/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

(SEAL)

\_\_\_\_\_  
(NOTARY PUBLIC SIGNATURE & PRINTED NAME)

MY COMMISSION EXPIRES \_\_\_\_\_

**THIS LICENSE IS ONLY VALID WHILE LICENSEE IS EMPLOYED WITH THIS EMPLOYER.**

**NON TRANSFERABLE**

**Employment Verification**  
**Fire Sprinkler Maintenance License**

This form is to be completed by your employer

Please print or type.

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Physical Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Certification of Employment**

This is to certify that (applicant) \_\_\_\_\_ is/was employed in the following capacity:

Title/Job Description \_\_\_\_\_

Location(s) where applicant performs work \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_ Full-time Employee Yes No

Job Description/Duties \_\_\_\_\_

Fire Sprinkler Maintenance Experience (Please list detailed duties)

**Person confirming experience (cannot be applicant)**

I certify that the information above is true, accurate & complete to my personal knowledge.

Name (print) \_\_\_\_\_ Title/Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

(SEAL)

\_\_\_\_\_  
(NOTARY PUBLIC SIGNATURE & PRINTED NAME)

MY COMMISSION EXPIRES \_\_\_\_\_





# State Board of Examiners of Plumbing, Heating & Fire Sprinkler Contractors

1109 Dresser Court Raleigh, NC 27609

Phone: 919-875-3612 Fax: 919-875-3616

[www.nclicensing.org](http://www.nclicensing.org)

## BOOK ORDER FORM

Name: \_\_\_\_\_ License #: \_\_\_\_\_  
*(If Applicable)*

Company Name: \_\_\_\_\_

Ship To: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

BOOKS	Qty	Price (tax included)	Subtotal	Shipping/Handling	Total
Board Laws and Rules Book		X \$10.73		+ 4.27 (per book)	

**ALL BOOK SALES ARE FINAL  
NO RETURNS - NO REFUNDS - NO EXCHANGES - NO EXCEPTIONS**

**Mail Completed Form with Payment Payable to "State Board of Examiners":**

*State Board of Examiners  
1109 Dresser Ct.  
Raleigh NC 27609*

**Please Allow 5-7 Business Days to Receive Order**

**THANK YOU FOR YOUR BUSINESS**