

# STATE BOARD OF EXAMINERS OF PLUMBING, HEATING, & FIRE SPRINKLER CONTRACTORS



## APPLICATION PACKET FOR PERSONS APPLYING TO TAKE THE QUALIFYING EXAMINATION FOR RESIDENTIAL FIRE SPRINKLER INSTALLATION CONTRACTOR LICENSE

**All applicants for examination must have a current NFPA 13D 2013 Edition and a current Laws & Rules book issued by the Board (G.S. Chapter 87, Article 2 and 21 North Carolina Administrative Code Chapter 50) at the time the applicant 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, criminal record background check, and completed self-study worksheets must be received in this office before you will be qualified to sit for the examination.

The most common reasons applications are returned are:

- Correct fees are not included with application
- Applications are not properly signed
- Criminal background report using certifiedbackground.com is not included, or an updated criminal background report is not included if it has been over six months since the last report was provided.

All applicants are required to utilize “CastleBranch.com” to submit a nationwide criminal record report to the Board (attach a paper copy of the background report to this application). Applicants are required to pay the reporting service for the cost of the report. **Answering falsely or submitting an inaccurate criminal record report can be considered fraud or deceit in obtaining a license and could lead to the denial of your application as well as prosecution under G.S. 87-23 and G.S. 87-25. The Board shall not consider the examination application of a person who has been convicted of a crime involving fraud or moral turpitude until at least one year has elapsed following the applicant’s completion of the terms and conditions of any punishment for the conviction, except for unsupervised probation.**

Mail Completed Application Packet and Examination Fee to:

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

**Residential Fire Sprinkler  
License Definitions**

**21 NCAC 50.0301 QUALIFICATIONS DETERMINED BY EXAMINATION**

(g) Applicants for a license as a Residential Fire Sprinkler Installation Contractor must obtain a license based on experience set forth in Rule .0306 and must take and pass the technical part of the Residential Fire Sprinkler Installation Contractor examination.

History Note:

Authority G.S. 87-18; 87-21 (a); 87-21 (b);

Eff. February 1, 1976

Amended Eff. July 3, 2012

**21 NCAC 50.0306 APPLICATIONS; ISSUANCE OF LICENSE**

(h) Applicants for licensure in the Residential Fire Sprinkler Installation Contractor classification must hold an active Plumbing Class I or Class II Contractor license issued by this Board for a minimum of two years and must document attendance at a 16 hour course approved by the Board pursuant to the Rules in this Chapter covering NFPA 13D Multipurpose Residential Plumbing and Residential Fire Sprinkler Systems. Residential Fire Sprinkler Installation Contractors must maintain Plumbing Contractor license as a condition of renewal of the Residential Fire Sprinkler Installation Contractor license.

History Note: Authority G.S. 87-18; 87-21 (b);

Eff. February 1, 1976

Amended Eff. July 3, 2012

**21 NCAC 50.0516 RESIDENTIAL FIRE SPRINKLER INSTALLATION LICENSE**

- (a) License in the Residential Fire Sprinkler Installation Contractor classification is required of persons who engage in the business of contracting to perform or performing the installation of multipurpose one or two family residential water-based plumbing and fire sprinkler piping systems consistent with NFPA-13D. All multipurpose one or two family residential plumbing and fire sprinkler piping systems shall be hydraulically calculated and designed by a licensed North Carolina Fire Sprinkler Installation Contractor. The licensed Residential Fire Sprinkler Installation Contractor may also utilize a system calculated and designed by a North Carolina licensed engineer for each specific installation. Residential Fire Sprinkler Installation Contractors shall perform each installation consistent with the calculation and design. Any single purpose residential water-based fire sprinkler systems shall be installed by a licensed Fire Sprinkler Installation Contractor.

History Note Authority G.S. 87-21

Eff. July 1, 2010;

Amended Eff. January 1, 2012

A STATE BOARD OF EXAMINERS OF PLUMBING, HEATING & FIRE SPRINKLER CONTRACTORS - RALEIGH, NC APPLICATION FOR EXAMINATION RESIDENTIAL FIRE SPRINKLER INSTALLATION CONTRACTOR LICENSE

Please print legibly in black ink or type (Applications must include full name and not an initial).

Full Name:

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_

(Required)

Home Address:

Street/PO Box \_\_\_\_\_

Work Address:

Street/PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

Home Physical Address: \_\_\_\_\_

Street

City

State

Zip

Examination Fee \$100.00 per exam and is non refundable

Please enter your current NC Plumbing Contractor license number: License Number \_\_\_\_\_

Have you ever been convicted of a crime (excluding minor traffic violations)? Check one: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain the occurrence(s) on a separate sheet of paper.

Are you presently serving or have you completed any period of incarceration, probation or parole for any felony or misdemeanor? Check one: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain the occurrence(s) on a separate sheet of paper.

Authorization for Records Check

All applicants are required to utilize "CastleBranch.com" to obtain a nationwide criminal record report and must attach a paper copy of the background report to this application (instructions attached to this application). Applicants are required to pay the reporting service for the cost of the report. In making this application to the State Board of Examiners of Plumbing, Heating, & Fire Sprinkler Contractors for a license under the provisions of Chapter 87 of the General Statutes of North Carolina and the Rules of the State Board of Examiners, I swear (or affirm) that I am the applicant named herein and that all information provided in connection with this application is true to the best of my knowledge and belief.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

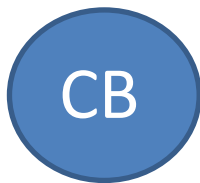
On this application, the Board asks questions about a license applicant's criminal history. In addition to the questions on this application, the Board may conduct a formal criminal or disciplinary history check. Answering "yes" to any of these questions or having a conviction, disciplinary or adverse 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.*



**CastleBranch**

**Instructions to Obtain Certified Back Ground Check For  
State Board of Examiners of Plumbing, Heating & Fire Sprinkler Contractors**

The above organization has chosen CastleBranch.com as an approved source for background checks.

CastleBranch.com is a service that allows applicants to order and purchase their own background check directly online. The results of your background check are posted to the CastleBranch.com website in a secure, tamperproof environment. You can view the background check anytime, anywhere online with your secure password. The background check we perform is based on guidelines provided by your organization, so you know you'll get the information you need, all from one source.

To order your background check from CastleBranch.com, please follow the instructions below:

- [1. Go to www.CastleBranch.com](http://www.CastleBranch.com)
2. In the Place Order Box, enter package code: **ST46**
3. Enter Personal Information
4. Select a method of payment

Once your order is submitted, you will receive a password to view the results of your background check. The results will be available in approximately 24-72 hours. Once your background check is complete, your organization will automatically be able to view your background check results. You can also supply the password to anyone else that needs to see your results. Please print a copy of your certified back ground check and include the copy with your application

You must submit copies of all pages of criminal background report with application.

www.CastleBranch.com  
Phone: (888)666-7788  
info@castlebranch.com

## **State Board of Examiners of Plumbing, Heating and Fire Sprinkler Contractors**

**Use the checklist below to verify that you have completed all of the steps necessary:**

- I have held an active plumbing license for at least two (2) years, and my license is currently active.
- I have completed my Residential Fire Sprinkler Installation Contractor application.
- I have included a copy of my Certified Background Check report with my application.
- I have enclosed a check or money order made out to the State Board of Examiners for the \$100.00 exam fee.
- I have purchased NFPA 13D (2013 Edition) from the NFPA (800-344-3555 or [nfpa.org](http://nfpa.org)).
- I have purchased the Board Laws & Rules book.