

STEP 1: Renewal Application Submission

Master Fire Suppression Piping Contractors must submit their renewal applications online. Master Fire Suppression Piping Contractors that do not currently have an eFiling account will need to create an account by completing the [registration form](#). If you already have an eFiling account, please proceed to **Step 2**.

STEP 2: Upload Supporting Documentation

To complete the online renewal process, Master Fire Suppression Piping Contractors must submit the following documents in **PDF format** via the [DOB NOW Portal](#) in the **BIS Options section**:

NOTE: See the [Licensing Renewal Application User Guide](#) for step-by-step directions.

Supporting Documents include

- Original, typewritten [LIC2](#) License Application
 - If you have more than one business you **must** submit two (2) [LIC2](#) applications with the Primary and Secondary business information reversed on each application
 - Partners/Officers correspond with the Primary business on each application
 - Recent utility bill (electric, gas, water), bank statement lease of deed with the Licensee's name and address, if the home address has changed.
- Completed, typewritten [LIC34](#): Licensing Supplemental Affidavit (if applicable)
- [LIC51](#) application

NOTE: Renewal applicants may also fill out the [LIC51](#) Voluntary Authorization for Service of Process by email if they would like to receive Notices of Violation (NOV)/Summonses via email.
- [LIC62](#): Physical Exam Form
- Original 7-Hour Continuing Education Course Certificate of Completion
- Updated [Insurance Certificates](#) (General Liability, Workers' Compensation & Disability) – if required at the time of renewal

NOTE: Insurances must be up to date to renew your license. If insurances are in good status, there is no need to submit insurance certificates.
- [Child Support Certification Form](#)
- Current Department-issued license card.
- Renewal Fees**
 - \$150.00 – License
 - \$100.00 – Plate
 - \$75.00 – Seal**TOTAL Renewal Fee = \$325.00**
- Late Fees**
 - \$375.00 (this includes \$325.00 renewal fee and \$50.00 late fee) – Between 1-30 days, paid at the time of renewal via the online portal
 - \$425.00 (this includes \$325.00 renewal fee and \$100.00 late fee) – Greater than 31 days up until 1 year, paid at the time of renewal via the online portal

*NOTE: To avoid a late fee, renewal applications **must** be submitted 30-60 days before the expiration date that is indicated on your license card.*

STEP 3: Obtaining the License Card

You will receive your license card by mail.

*NOTE: If you received an **Intent not to Renew** letter, you **must** submit the required documentation stated in the letter **PRIOR** to renewal, and you **must** be cleared to renew before coming to the Licensing Unit to begin the renewal process.*