



How to Apply for Sprinkler licenses.

****Before** applying for any sprinkler license, please click the link below for the Rules and Regulations for Enforcement of the Georgia Fire Sprinkler Act.

<https://rules.sos.state.ga.us/gac/120-3-19>

Please visit the portal at www.CitizenServe.com/OCI and scroll to the Sprinkler Services.

There are (4) four types of sprinkler licenses:

Contractor

Certificate of Competency

Designer

Inspector

The sprinkler contractor license is for the company. The cost for this license is \$175.00. When applying for a contractor license, the following are required:

- A certificate of competency holder is required.
- A company letter detailing what services will be provided.
- A certificate of liability insurance document.
- Sprinkler tags proofs.
- Citizenship Affidavit
- Secure and verifiable photo ID (copy front and back)

The Certificate of Competency License. The cost for this license is \$225.00. When applying for the Certificate of Competency License, the following are required:

- NICET level III or higher in Layout.
- Citizenship Affidavit
- Secure and verifiable photo ID (copy front and back)
- The license holder **must** be employed with a Georgia licensed sprinkler contractor company.

The Designer License. The cost for the Designer License is \$175.00. When applying for the Designer License, the following are required:

- NICET Level II or higher in Layout or a PE (Professional Engineer) license in the state of Georgia.

- Citizenship Affidavit
- Secure and verifiable photo ID (copy front and back)
****The Designer does not have to be associated with a licensed sprinkler contractor. ****

The Inspector License. The cost for the Inspector License is \$175.00. When applying for the Inspector License, the following are required:

- NICET Level III in Inspection & Testing.
- Citizenship Affidavit
- Secure and verifiable photo ID (copy front and back)
- The Inspector License holder **must** be an employee of a licensed contractor.

The normal processing time for a **completed application** is within 7-10 business days.

How to Renew Your Sprinkler License

Access the licensing portal www.CitizenServe.com/OCI

- Log in using your username and password.
- Scroll down to the Sprinkler Services section.
- Click renew licenses. All licenses associated with your account will appear on the left-hand side so that you may renew them.
- Click on each license number, review the application to determine which documents need to be updated (for example the NICET certificate or insurance certificate).
- upload documents and pay renewal fees.

******The citizenship affidavit and secure and verifiable ID is required for non-US citizens only during renewal. ******