**Section 109.60 Required Notifications to the Office**

a) The fire sprinkler contractor must notify the Office in writing by mail within 30 calendar days after any of the following events:

1) If there is a change of officers, then the notification shall include the names and personal addresses of all new and current officers;

2) If there is a change in address of an existing business location that occurs other than at the time of renewal, then the licensee shall submit notification to the Office of the change of address and pay the fee for a corrected license in response to an invoice;

3) Whenever there is an addition, departure, or change in the designated certified person or responsible managing employee at a licensees' business location, then the notification shall include all the information and documentation required under Section 109.40(d)(1)(A)(iv);

4) If the fire sprinkler contractor ceases to operate; or

5) If the fire sprinkler contractor changes its name or business structure, then a new fire sprinkler contractor license application shall be filed with the Office in accordance with Section 109.40.

b) Termination of Fire Sprinkler Inspector Employment

1) Upon termination of employment of a fire sprinkler inspector, the fire sprinkler contractor and individual whose employment was terminated shall take steps to provide notice to the Office and return the fire sprinkler inspector identification card.

A) Within 5 business days after the termination of employment, the fire sprinkler contractor shall notify the Office, in writing, of the termination of employment, including the date of termination. The terminated individual may also notify the Office, but that does not relieve the fire sprinkler contractor of the responsibility to notify the Office.

B) The individual whose employment was terminated shall return to the fire sprinkler contractor, within 10 business days after termination of employment, their fire sprinkler inspector identification card issued by the Office to the fire sprinkler contractor.

C) Within 30 calendar days after the termination of employment, the fire sprinkler contractor shall destroy the fire sprinkler inspector identification card and provide notice to the Office of the destruction of the fire sprinkler inspector identification card.

2) The fire sprinkler inspector license is inactive on the day of termination of employment.

c) Notice required by this Section shall be provided to:

Office of the State Fire Marshal

Division of Fire Prevention

1035 Stevenson Drive

Springfield, Illinois 62703-4259

(Source: Amended at 47 Ill. Reg. 19159, effective December 6, 2023)