**Section 109.100 Renewal of License**

a) The two-year licensing period for each license issued under this Part shall begin on the date of original issue or renewal and end on the expiration date. The Office shall notify the fire sprinkler contractor, by issuance of a notice, 90 calendar days prior to the expiration of a license.

b) Failure of a licensee to receive the notice is not a valid reason for operating without a current license. Failure to receive a renewal notice from the Office shall not constitute an excuse for failure to pay the renewal fee or to renew a license.

c) An applicant or candidate for license renewal shall complete an application form provided by the Office in accordance with the licensing provisions set forth in either Section 109.40 or Section 109.45, as applicable.

d) In addition to the renewal fee, a reinstatement fee shall be assessed for each license renewal application filed after the expiration date of the license. The Office may waive the renewal fee and any reinstatement fee for a fire sprinkler contractor license for a sole proprietorship if the owner was on active duty in the military during the time the renewal was due or for a fire sprinkler inspector license if the individual was on active duty in the military during the time the renewal was due.

e) Any person working on an expired fire sprinkler contractor license shall be subject to discipline and penalties under Section 109.120 or the Act for such operation. If any individual is employed by a fire sprinkler contractor and holds a fire sprinkler inspector license, and the fire sprinkler contractor's license is expired, revoked, or suspended, then any fire sprinkler inspector license associated with the fire sprinkler contractor license is subsequently expired, revoked, or suspended. Any individual working on an expired fire sprinkler inspector license shall be subject to the discipline and penalties. A fire sprinkler contractor that permits an individual (employed by the fire sprinkler contractor) to perform routine inspection or testing without a current license shall also be subject to discipline and penalties under Section 109.120 or the Act.

f) Failure to renew an expired license within one year after the expiration date of the license shall terminate the license. A terminated license may not be renewed; however, a person or business whose previous fire sprinkler contractor license has been terminated may apply for a new license. A fire sprinkler contractor may apply for a new license for an individual whose previous fire sprinkler inspector license has terminated.

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