

**661—275.6(100C) Application and fees.**

**275.6(1) Application.** Any contractor seeking licensure as a fire protection system contractor shall submit a completed application form to the state fire marshal. The application shall be filed no later than 30 days prior to the date of beginning work in this state or the date on which an existing license expires. An application form may be obtained from the state fire marshal or from the state fire marshal's website. The application form shall be submitted with all required attachments and the required application fee established in subrule 275.6(2). An application shall not be considered complete unless all required information is submitted, including required attachments and fees, and shall not be processed until it is complete.

NOTE: The website for the fire protection system contractor license program is: [dps.iowa.gov/divisions/state-fire-marshal/licensing/fire-protection](https://dps.iowa.gov/divisions/state-fire-marshal/licensing/fire-protection).

**275.6(2) License fee.**

- a. The license fee shall be \$500 per year.
- b. If an application for licensure provides for more than one responsible managing employee pursuant to rule 661—275.3(100C), there shall be an additional fee of \$50 for each responsible managing employee beyond the first. If an application for licensure provides for more than one endorsement as provided in subrule 275.1(2), there shall be an additional fee of \$50 for each endorsement beyond the first.
- c. The state fire marshal shall waive any fee charged to an applicant for a license if the applicant's household income does not exceed 200 percent of the federal poverty income guidelines and the applicant is applying for the license for the first time in this state.

**275.6(3) Payment.** The license fee shall be submitted electronically or by draft, check, or money order in the applicable amount payable to the Iowa State Fire Marshal Division. Draft, check, or money order shall be addressed to the state fire marshal as established in subrule 275.1(4). Payment shall not be made in cash.

**275.6(4) Amended licensure fee.** The fee for issuance of an amended license is the difference between the original license fee paid and changes in endorsement(s) or responsible managing employee(s), if applicable. The fee shall be submitted with the request for an amended license. A contractor shall request and the fire marshal shall issue an amended license for any of the items listed below, and a fee does not apply:

- a. A change in the designation of a responsible managing employee;
- b. A change in insurance coverage; or
- c. A change in any other material information included in or with the initial or renewal application. A change in the address of the business is a material change. However, if the request for an amended license is solely a change of business address, the address of the business to which the license being amended was sent is in an area subject to a disaster emergency proclamation issued by the governor pursuant to Iowa Code section 29C.6, and the relocation occurs as a result of flooding or storm damage or other conditions which form a basis for the issuance of the disaster emergency proclamation, the fee shall not apply, although an amended license shall be issued.
- d. Other changes in the information required in the application form, including renewal of insurance coverage with a new expiration date, shall be reported to the fire marshal but shall not require issuance of an amended license or payment of the amended license fee.

**275.6(5) Attachments.** Required attachments to the application for licensure include, but are not limited to, the following:

- a. Documentation verifying that the contractor has in force the insurance coverage required by subrule 275.4(2). The documentation shall include an acknowledgment that the contractor's insurance coverage extends to any work performed by the contractor within the scope of licensure pursuant to this chapter. The documentation may consist of a letter from the insurance carrier or a copy of the insurance certificate with an endorsement showing the required information.
- b. Documentation verifying that the person designated as the responsible managing employee and any persons designated as alternate responsible managing employees have met the applicable licensure requirements.

c. Documentation of qualifying licensure in another issuing jurisdiction by providing the following:

- (1) Proof of residency in this state.
- (2) Proof all conditions are met as established in rule 661—275.5(272C).
  1. Copy of a license from other issuing jurisdiction.
  2. Evidence the applicant met the issuing jurisdiction's educational requirements and, if applicable, work experience requirements.
  3. Evidence the applicant passed the issuing jurisdiction's required examination, if applicable.
  4. Evidence the applicant has not had a license revoked or voluntarily surrendered, had discipline imposed, or been under investigation by another issuing jurisdiction.
  5. Evidence the applicant does not have a complaint, allegation, or investigation pending before any regulatory entity related to unprofessional conduct.

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