



Jefferson County Code Enforcement  
Building Division  
P.O. Box 100  
Hillsboro, MO 63050  
(636) 797-5310

Email: [BuildingPermits@jeffcomo.org](mailto:BuildingPermits@jeffcomo.org)

The following is required to apply for a Sprinkler Fitter Contractors License in Jefferson County:

The Code Official shall receive, record and preserve all applications from contractors made for a license to engage in the business of sprinkler fitting. A contractor applying for a sprinkler fitter license must demonstrate that at least one (1) employee is at least twenty-one (21) years of age, has passed the approved exam for a sprinkler fitter with a score of seventy percent (70%) or greater within the past six (6) years (Please refer to the ICC website <https://www.iccsafe.org/certification-exam-catalog/> for qualifying exams) and satisfies one (1) of the following experience requirements:

- a. At least ten (10) years of training and/or experience as a sprinkler fitter under a Department of Labor approved apprenticeship program; or
- b. At least five (5) years experience with a reputable, bona fide fire suppression sprinkler system contractor.

Current Submittal Requirements:

1. One digital front facial view photograph.
2. Proof of passing the approved exam.
3. The security bond shall be in the amount of twenty-five thousand dollars (\$25,000.00) payable to Jefferson County and issued by an institution authorized to issue such bonds in this State.
4. Certificate of liability insurance with a ten (10) day cancellation clause and a One million dollar (\$1,000,000.00) aggregate limit and two hundred fifty thousand dollars (\$250,000.00) per occurrence limit. The certificate must show Jefferson County as certificate holder.
5. Submit a completed application for examination form to the Code Enforcement Division.
6. Non-refundable processing fee of \$30.00 payable to Jefferson County
7. Copies of any/all of your current Sprinkler Fitter licenses held in other counties or municipalities.
8. Upon approval, a licensing fee of \$150 will be due.

**\*\* Jefferson County Resident \*\***Submit proof of paid Personal Property Tax, Real Estate Tax, Business Property Tax, and Business Real Estate Tax (if applicable).



JEFFERSON COUNTY, MISSOURI
SPRINKLER FITTER CONTRACTOR REGISTRATION

Applicant \_\_\_\_\_ Date of Application \_\_\_\_\_
Address \_\_\_\_\_ Home Phone \_\_\_\_\_
Name of Company \_\_\_\_\_
Business Address \_\_\_\_\_
Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_
Number of years in business \_\_\_\_\_ Email Address \_\_\_\_\_

RECORD OF EXPERIENCE
List at least six (6) years of experience beginning with present:

Table with 5 columns: FROM, TO, COMPANY, SUPERVISOR, PHONE#. Contains 6 rows of blank lines for data entry.

Are you currently licensed as a sprinkler fitter contractor in any other jurisdiction? Yes ( ) No ( )
If licensed, where? \_\_\_\_\_ License # \_\_\_\_\_
Number of years licensed \_\_\_\_\_ Are you bonded? Yes ( ) No ( )

Misstatement of any kind on this application may invalidate this application or result in revocation of applicant's license.

I, \_\_\_\_\_, hereby swear all facts stated above are true.
(please print clearly)

(Signature) \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

OFFICE USE ONLY

- Application received \_\_\_\_\_ Paid Fee of \$ \_\_\_\_\_ Receipt# \_\_\_\_\_
\$25,000.00 indemnifying Bond Received \_\_\_\_\_
Bonded Under \_\_\_\_\_
Test Number \_\_\_\_\_ Test Score \_\_\_\_\_
Approved Certification Number \_\_\_\_\_
Exempted under the Grandfather clause \_\_\_\_\_

