



# State Fire Marshal's Office

PO Box 12107 | Austin, TX 78711 | 512-676-6800 | [tdi.texas.gov/fire](http://tdi.texas.gov/fire)

SF088 | 0722

## Fire Sprinkler Certificate of Registration Renewal Application

### Instructions

- Print or type your information.
- A renewal application is considered complete only if:
  - You have provided the State Fire Marshal's Office (SFMO) with all required documents. See Page 4.
  - You have an appropriately licensed employee on staff.
  - You have included the correct fee with the application.
- Make sure the addresses listed on the application are correct.
  - Include an additional \$35 fee for address changes.
- You must pay a late fee if:
  - You submit an incomplete application.
  - You don't provide the missing information by your certificate expiration date or within the 30-day notice period allowed by Fire Sprinkler rules.
  - Your renewal application is not postmarked on or before the date your current certificate expires.
- You will need to submit a new application if your registration is over two years past the expiration date. Complete form [SF037 – Fire Sprinkler Certificate of Registration Application](#).
- All fees are nonrefundable, except for overpayments from mistakes of law or fact.
- Send one payment to cover fees. Payments for various applications must be combined.
- Answer questions completely and truthfully. We may deny, suspend, or revoke your certificate of registration if you misrepresent or knowingly give wrong information on this application.

### 1. Company information

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Name of company (assumed name or DBA)

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IRS Tax ID / Employer's identification number (EIN)

Phone (required)

**SCR-**

Sprinkler certificate of registration number

Expiration date

Company physical address

City

State

ZIP

County

Company mailing address

City

State

ZIP

County

**2. Questions**

a. Has there been a change of owners or officers of your company in the last two years? If **yes**, complete form [SF227 - Company Information Update form](#).

Yes  No

b. Does your company have fewer than 100 employees?

Yes  No

c. If **yes**, does your company have fewer than 20 employees?

Yes  No

d. Is your company independently owned and operated? (Answer **no** if your company is a subsidiary, subject to control by another entity, or is publicly traded.)

Yes  No

e. Does your company regularly generate less than \$6 million in annual gross revenue?

Yes  No

Provide the name of the designated licensed full-time employee at the business address listed in Section 1. This employee cannot hold an RME-I.

Name

License number (indicate if license is pending)

**Note:** If the individual is licensed but is not currently associated with your company, submit form [SF038](#).

f. Do you have other business offices where planning is performed other than at the office listed in Section 1? If **yes**, list the complete address and the name of the full-time RME-G for each location on a separate sheet.

Yes  No

### 3. Certification

- I authorize SFMO or its representative to enter, examine, and inspect any premises, building, room, or establishment used by the company while engaged in the business to determine compliance with Chapter 6003 of the Texas Insurance Code and Section 34.700 of the Texas Administrative Code, Title 28, the Fire Sprinkler Rules.
- I am familiar with and will comply with Chapter 6003 of the Texas Insurance Code and Section 34.700 of the Texas Administrative Code, Title 28, the Fire Sprinkler Rules.

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Signature of authorized representative

Date

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Print name

Title

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Email (required)

### 4. Payment

Pay by check or money order payable to the Texas Department of Insurance. Mail your completed application, additional documents, and payment to the following mailing address:

State Fire Marshal's Office  
P.O. Box 12107  
Austin, Texas 78711-2107

### Fees

Type of certificate of registration	Renewal fee	Late fee if late by 1 day to 90 days	Late fee if late by 91 days to 2 years
Sprinkler Certificate of Registration – General (SCR-G)	\$1,800 (2 years)	\$450	\$900
Sprinkler Certificate of Registration – Underground (SCR-U)	\$600 (2 years)	\$150	\$300
Sprinkler Certificate of Registration – Dwelling (SCR-D)	\$600 (2 years)	\$150	\$300

## Additional documents and information required

Per Chapter 6003 of the Texas Insurance Code and Section 34.700 of the Texas Administrative Code, Title 28, the Fire Sprinkler Rules.

- [SF239 - Certificate of General Liability Insurance](#)
- Franchise tax account status must be active with the Texas Comptroller of Public Accounts.
- Assumed Name Certificate from the Texas Secretary of State (if using a DBA).

## Resources

- Texas Comptroller 1-800-252-1386 | [comptroller.texas.gov](http://comptroller.texas.gov)
- Texas Secretary of State [www.sos.state.tx.us](http://www.sos.state.tx.us)

## Your rights

You can request information we have about you by emailing [OpenRecords@tdi.texas.gov](mailto:OpenRecords@tdi.texas.gov) or writing to: Public Information Coordinator, Texas Department of Insurance, P.O. Box 12030 (mail code GC-ORO) Austin, Texas 78711-2030. You also have the right to ask that we fix information we have about you that is wrong. To ask for a correction, send (1) your name, mailing address, and your phone number, (2) details about what needs to be fixed, and (3) the reason or proof showing why the information is wrong. Send this by email to [RecordCorrections@tdi.texas.gov](mailto:RecordCorrections@tdi.texas.gov) or by mail to: Record Correction Request, Texas Department of Insurance, P.O. Box 12030 (mail code CO-AAL-CC), Austin, Texas 78711-2030. There is a different process to change or update information you submitted to the State Fire Marshall's Office (SFMO). To update information submitted to SFMO, email [FMLicensing@tdi.texas.gov](mailto:FMLicensing@tdi.texas.gov). There may be a fee to update information held by SFMO.