



# SOUTH CAROLINA STATE FIRE

a Division of South Carolina Department of Labor, Licensing and Regulation

## Office of State Fire Marshal

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[www.statefire.llr.sc.gov](http://www.statefire.llr.sc.gov)

## Line-Item Instructions for the Certificate of Compliance Form (COC) (2026 version)

Project Name \_\_\_\_\_

This is the name of the submitted project. It is important that this project name be used consistently on drawings and all other documents of the submittal, and as entered into the State Fire Information Management System (IMS).

Full Project Address \_\_\_\_\_

This is the full street address of where the submitted project will be installed, including the street number and name, city, and zip code. This address must be consistent with the project address used on drawings, other submitted documentation, and as entered into the IMS. For underground only projects where the Engineer of Record has properly stamped and signed each drawing, the engineer does not also need to provide a COC to recertify those drawings.

Permitting Authority \_\_\_\_\_

This is the name of the authority that is responsible for releasing the permits needed to allow installation of the fire sprinkler system. This will be the same as the Authority Having Jurisdiction (AHJ) to be selected when submitting a project through the IMS.

Fire Sprinkler Contractor (Company Name): \_\_\_\_\_ License # \_\_\_\_\_

Enter the company name of the fire sprinkler contractor that prepared the shop drawings. This needs to match the company name associated with the license number. Enter the license number.

Address of Fire Sprinkler Contractor: \_\_\_\_\_

Enter the address for the Fire Sprinkler Contractor. Note that each office and branch office of a fire sprinkler contractor must have its own license number. The address provided here (and on the shop drawings) must be in agreement with the address associated with the license number.



*Our mission is to be the focal point for service and support to save lives and property.*

### Drawing Information

Enter the Drawing #, and Drawing Title, along with the Revision #, and the date of that revision for each drawing. It is important that the drawing information provided on this form match the drawings that are provided for review, as this form ensures that the Engineer has seen the same drawings that are submitted.

### Notes: \_\_\_\_\_

If there is anything pertinent to this form that the certifier believes needs greater clarification, this is the space to do so.

### Certifier's Information

Provide the name of the person issuing the Certificate of Compliance. This needs to be the same person that issues the Fire Sprinkler System Specification Sheet (FSSSS) for the same submittal.

Mark “yes” if the specifying engineer is providing their services through a firm. If the engineer is providing service working through a firm, they will need to provide the appropriate Certificate of Authorization (COA).

The certifying engineer needs to apply their personal seal (along with the COA as applicable) in the spaces designated for this. For the engineer’s signature with their individual seal, as stated in SC Code of Regulations Section 49-207(C)(2), “The signature and date when the document was prepared must be affixed under or across the face and beyond the circumference of the seal but in a manner that does not obliterate or render illegible the licensee's name and number.” A real/”wet” signature needs to be seen. Use of a script type computer font is not acceptable as a signature, nor is a numeric code only electronic signature (that does not also show the real/”wet” signature).

Provide the mailing address, phone number, and email of the specifier.

Provide the revision # for the COC of the project. This is especially important if a submittal is “Returned for Corrections” and a revised COC is needed with the corrected documentation. Note that when any aspect of the submittal is altered (drawings, FSSSS, calculations, etc.) the COC must also be updated as it is the document indicating that the engineer has seen this altered/updated information and that they have found that they are in compliance. Also note that as the COC indicates that the engineer of record has reviewed the submitted documents, it cannot have a date before the date on those documents.

On each page of the COC in the space designated for it, indicate the page number of the sheet and how many pages total of COC there are for the submittal. It is not uncommon for a COC to be only one page. However, if more pages are needed additional pages of the form may be used.

