Plumber/Fire Suppression Piping Contractor Certificate Renewal (Shelved License Renewal)

To renew your Plumbing/ Fire Suppression Piping Contracting Certificate, you must **mail** the following documents to:

NYC Department of Buildings
Licensing & Exams Unit
280 Broadway, 6th Floor
New York, NY 10007

- Original, typewritten LIC2 License Application;
- Completed, typewritten LIC34 Licensing Supplemental Affidavit (if applicable);
- One (1) 2x2 current passport sized photograph;
- Copy of your 7-Hour Continuing Education Course Certificate of Completion;
- Child Support Verification form;
- Current Certificate Card (must be mailed with renewal package in order to receive your new Certificate Card);

After five (5) years of being a certificate holder you must **submit a notarized letter from your employer** confirming you have been active in the planning, design, and installation of Plumbing/Fire Suppression Piping Systems. **These letters must be notarized and sealed by the licensee who supervised your work.**

- Renewal Fees:
  - Certificate: $150
  - Late Fee (Between 1-30 Days): $50
  - Late Fee (31 Days or Greater): $100

To avoid a late fee, renewal applications must be submitted 30-60 days before the expiration date indicated on your license card.