

**Full Gas Work Qualification** – perform gas work under the direct and continuing supervision of a licensed Master Plumber; does not expire and does not require renewal.

**Limited Gas Work Qualification** – perform gas work under the personal and immediate supervision of a person who holds a Full Qualification or a licensed Master Plumber; expires five years after issuance and may not be renewed.

## FULL GAS WORK QUALIFICATION

- Schedule a Gas Work Qualification exam:
  - Complete an [LIC41](#) exam application selecting Gas Work Qualification.
  - Pay the \$525 exam fee by money order only in person at the Central Cashier located at 280 Broadway, 1<sup>st</sup> Floor, New York, NY 10007.
  - Drop off or mail the application with receipt of payment to:  
NYC Department of Buildings  
Licensing & Exams Unit  
280 Broadway, 1<sup>st</sup> Floor  
New York, NY 10007
  - Accepted applicants will receive an email from the exam administrator in two to three weeks with instructions on how to schedule the exam. Exams are given at several locations in New York State.
- Once you have passed the exam, create a DOB NOW profile in DOB NOW: *Licensing*. Go to [nyc.gov/dobnow](https://nyc.gov/dobnow) and from under the Login button, select **click here to create a new DOB NOW: Licensing profile**.
- Once the profile is active, log into [DOB NOW: Licensing](#) and select **+New License**. Complete the application and upload the following documents:
  - Photo Identification (driver's license or DOB ID)
  - Birth Certificate, Current Passport or Permanent Resident Card
  - Original Social Security Card
  - [DPL1 Form](#)
  - Gas Work Qualification Exam Score Report
  - [Child Support Certification Form](#) (mandatory for all applicants)
  - NYS Department of Labor approved apprenticeship/training program certificate (if not a registered Journeyman Plumber and not providing proof of five years of full-time experience)
  - Affidavits attesting to experience and qualification (one year if providing an apprenticeship/training program certificate; five years if not providing an apprenticeship/training program certificate). Affidavits must be typed, sealed (if from a NYC Licensee), match exactly what was submitted in the online application, and include the following:
    - Your job title (Helper, etc.)
    - Name of the company
    - Detailed description of your duties
    - Employment dates for each licensee you worked with (*MM/DD/YYYY format required*)
    - Indication if your employment was full- or part-time
    - Statement by the licensee that provided you with direct supervision
  - [Social Security Earnings Information](#) for the years you are claiming as experience, including the names and addresses of employers (one year if providing an apprenticeship/training program certificate; five years if not providing an apprenticeship/training program certificate; not needed if a registered Journeyman Plumber).
- Pay the registration fee of **\$50.00** and submit your application in DOB NOW: *Licensing*.

## LIMITED GAS WORK QUALIFICATION

- Create a DOB NOW profile in DOB NOW: Licensing. Go to [nyc.gov/dobnow](https://nyc.gov/dobnow) and from under the Login button, select **click here to create a new DOB NOW: Licensing profile**.
- Once the profile is active, log into [DOB NOW: Licensing](#) and select +New License. Complete the application and upload the following documents:
  - Photo Identification (driver's license or DOB ID)
  - Birth Certificate, Current Passport or Permanent Resident Card
  - Original Social Security Card
  - [DPL1 Form](#)
  - Certificate from the satisfactory completion of a DOB Approved training program of at least 16 hours that relates to gas work
  - Department of Labor approved apprenticeship/training program certificate
  - Affidavits attesting to experience and qualification (minimum six months of experience performing plumbing work under the direct and continuing supervision of a licensed Master Plumber). Affidavits must be typed, sealed (if from a NYC Licensee), match exactly what was submitted in the online application, and include the following:
    - Your job title (Helper, etc.)
    - Name of the company
    - Detailed description of your duties
    - Employment dates for each licensee you worked with (*MM/DD/YYYY format required*)
    - Indication if your employment was full- or part-time
    - Statement by the licensee that provided you with direct supervision
  - [Social Security Earnings Information](#) for the years you are claiming as experience, including the names and addresses of employers (minimum one year). If a registered Journeyman Plumber, upload a copy for your Journeyman card instead.
- Pay the registration fee of **\$50.00** and submit your application in DOB NOW: *Licensing*

Persons qualified to perform gas work must always carry their Department-issued Gas Work Qualification Card and a government-issued photo identification while engaged in gas work and must present the card and identification upon request of any authorized enforcement officer.

Gas work performed by a person who does not possess the required qualifications will result in enforcement action, which may include but not be limited to issuance of the following:

- a violation carrying a penalty of \$5,000 pursuant to 1 RCNY § 102-01
- an order to remove and reinstall the appliance/system
- a Stop Work Order.