

New License Application Requirement – As of February 23, 2026, all Master Plumber applications are required to be submitted through [DOB NOW: Licensing](#). Read the related [Service Notice](#) for more information. Please see the [DOB NOW: Licensing Presentation \(Master Plumber\)](#) for step-by-step directions on how to apply for the Master Plumber license.

NOTE: The Department no longer accepts walk-in transactions or paper applications for this registration.

STEP 1: APPLYING & SCHEDULING YOUR EXAM

Candidates **must pass both** a written and practical exam before submitting a background application to become a licensed Master Plumber.

Exam Application & Payment

All exam fees must be submitted through the License Exam Application/Payment function on the [DOB NOW Public Portal](#). A DOB NOW account is not required.

To apply, open the **License Exam Application/Payment**, select **New Payment**. Choose **Master Plumber** as the license type and complete the required information and submit payment by eCheck or credit card.

Written Exam

- Candidates must first apply for the written exam and submit a payment of \$585.00 fee, payable by eCheck or credit card. **Candidates must first pass the written exam before they can apply for the practical exam.**
- Effective May 1, 2023, an updated Examination Plan for the Master Plumber license written exam will be used for all candidates authorized to test. Access the latest copy of the [Candidate Information Bulletin](#) which contains the updated examination plan
- The written exam is multiple-choice and covers NYC Construction Codes, rules, and regulations. **Reference materials are not permitted.**
- Passing score is 70%. Results are provided at the test site upon completion.

Practical Exam

- After passing the written exam, you must apply separately for the practical exam and submit the \$530.00 fee, payable by eCheck or credit card
- Candidates have 24 months from the date of written exam notification to pass the practical exam
- If you pass practical exam, you will receive an official results letter by U.S. mail approximately 3–4 weeks after testing

Scheduling Your Exam

Once your exam application is accepted, you will receive an email from the exam administrator within 2–3 weeks with scheduling instructions. Exams are administered at multiple locations throughout New York State.

If you pass the practical exam, you will receive an official results letter by U.S. mail approximately 3–4 weeks after testing.

If you have questions about your exam application or about the exam application process, please direct your inquiry to LicenseExams@buildings.nyc.gov.

STEP 2: LICENSE QUALIFICATIONS

To obtain a Master Plumber license, you **must** meet the following qualifications prior to submitting your background application:

1. Be at least eighteen (18) years old
2. Be able to read and write the English language
3. Be fit to perform the work authorized by the license
4. Have good moral character so as not to adversely impact your ability to perform the duties and responsibilities of a Master Plumber, **and**
5. Meet one (1) of the following experience qualification:
 - Have at least seven (7) years of total experience* within the ten (10) years prior to application in the installation of plumbing systems and the planning or design of plumbing systems under the direct and continuing supervision of a Licensed Master Plumber in the United States; with at least two (2) years of such experience as a registered journeyman plumber in accordance with the provisions of article 409
 - Has received a bachelor's degree in mechanical engineering or appropriate engineering technology from a college or university registered by the New York State Department of Education and has at least five (5) years of total experience, within the seven (7) years prior to application, in the installation of plumbing systems and the planning or design of plumbing systems under the direct and continuing supervision of a Licensed Master Plumber in the United States, where at least two (2) years of this experience must be in New York City
 - Is a New York State-licensed Registered Architect or Professional Engineer with at least three (3) years of experience, within the five (5) years prior to application, in the installation of plumbing systems and planning or design of plumbing systems. All experience must be under the direct and continuing supervision of a licensed master plumber in the United States, and at least one (1) year of such experience must be in New York City
 - Has at least seven (7) years of total experience, within the ten (10) years prior to application, with at least two (2) years of experience working with installation of plumbing systems and in the planning or design of plumbing systems under the direct and continuing supervision of a Licensed Master Plumber in the United States. The balance of experience may be obtained by performing maintenance, replacement and repair plumbing work on existing buildings while in the employ of a city agency. The two (2) years' experience in the installation of plumbing systems and in the planning or design of plumbing systems set forth above may only be satisfying working as a registered Journeyman Plumber; **or**
 - Has experience as an employee of a government agency, or a private inspection agency or other entity as specified in the department rules, whose duties primarily involve the inspection of plumbing work for compliance with the New York City Plumbing Code and/or other laws relating to the installation, alteration or repair of plumbing systems that shall be credited for fifty percent (50%) of the number of years that they have been satisfactorily employed in such duties with the ten (10) year period prior to application, which however, in no event shall exceed two and one-half (2.5) years credit of satisfactorily experience. The balance of the required seven (7) years must have been obtained by working with installation of plumbing systems and in the planning or design of plumbing systems under the direct and continuing supervision of a licensed master plumber in the United States, except that the first requirement in this section that an applicant's working must have been

within the ten (10) years prior to application shall not apply to such balance of the work experience required pursuant to this paragraph.

STEP 3: BACKGROUND APPLICATION INVESTIGATION

To be eligible for Master Fire Suppression license, applicants are required to successfully pass both the written and practical exams and undergo a background investigation. Applicants must upload PDF copies of the required documents to the designated slot. **Applicants have one (1) year from the date of their practical examination notification to submit their application to the Department via [DOB NOW: Licensing](#). All documents must be signed and notarized within the last 90 days from the date of submission.** The following documentations are required:

- Examination Score Report with a passing score
- **LIC62 Physical Exam Form**: form must be fully completed by the physician within 90 days prior to submitting the background application. Form must have the physician's stamp.
- **Experience Verification Forms (EVF)**: form must be fully completed, signed and notarized by all supervisors for the years the applicant is claiming as experience
**NOTE: EVF filled out by Human Resources or the applicant will not be accepted.*

- **Social Security History of Earnings**: applicant must request a detailed itemized earnings statement for the years the applicant is claiming experience.

NOTE: There is a fee charged by the Social Security Administration for this service. You must request the report to be run by 'company name.' You may request the information via their website or visiting your local social security office. Please note, not all locations may offer this therefore we strongly recommend that you call in advance and confirm if they accept walk-ins.

- Valid government issued photo ID (driver's license, learner's permit, State ID, permanent resident card, or passport)
- Social Security Card
- Latest pay stub and/or W-2

If you have questions about your background application or would like to inquire the status, please direct your send inquiry to ibackgrounds@buildings.nyc.gov. If you are experiencing technical difficulty with the DOB NOW Portal, please direct your inquiry at [DOB NOW Help Form](#).

Additional Documents

Business Documents

As a licensee applicant, you are required to be an officer, partner or sole proprietor of a business/company, and the business must have a place of business in New York City that complies with all Zoning Code regulations (i.e., within a commercial zone).

Applicants will be required to submit the following business documentation:

- All Master Plumber businesses must have General Liability, Workers' Compensation, and Disability Insurances. Please refer to the [Insurance Guidelines](#) section for more information about insurances
- All Master Plumber businesses provide a telephone bill in the business's name for the approved business location. If the phone service is a non-traditional landline (i.e., VoIP or mobile service), the business must also provide one of the following documents in the business's name for the approved location:
 - A current utility bill (water, electricity, or gas), **or**

- A signed and notarized lease or rental agreement stating that all utilities are included as part of the agreement

Corporation Requirements

- Copy of the Certificate of Incorporation, certified by the State
- Copy of Filing Receipt certified by the State
- Copy of the minutes stating the elected officers, including time, date, and location of meeting (applicant must be an officer)
- Copy of Articles of Agreement/By Laws. If there is none, an Affidavit on Corporation Stationery stating there are none, must be submitted
- Applicants must have at least 51% interest in the corporation, unless there are other Master Fire Suppression licensee with an ownership interest in the corporation, in which case the combined controlling interest of all Licensees must equal at least 51%
- Stock certificates for all issued shares.

Limited Liability Company (LLC) Requirements

- Copy of filing receipt or Certificate of Good Standing
- Copy of Article of Organization certified by the State
- Copy of Operating Agreement (if none, an affidavit on corporation stationery stating such)
- Copy of the minutes stating the elected officers, including time, date, and location of meeting (applicant must be an officer)

Partnership Requirements

- Copy of Partnership Agreement listing all Present Officers
- Letter on official business stationery stating the names and addresses of all partners and the license number, if applicable; the letter must include a paragraph confirming that the licensed partner will notify the Department of Buildings of any changes in partnership, whether the partners are licensed or unlicensed

Individual (Sole-Proprietorship) Requirements

- An affidavit stating that you will be operating as a sole proprietorship and acknowledging that you are personally liable for all violations and fines issued for the licensed work that you perform.
- Additionally, if operating under a trade name, a copy of the Business Certificate is certified by the County Clerk.

If you have questions pertaining to any business documents, please direct your inquiry to licensingdob@buildings.nyc.gov. If you are experiencing technical difficulties with the DOB NOW Portal, please direct your inquiry to [DOB NOW Help Form](#).

STEP 4: OBTAINING YOUR LICENSE CARD

If the Department determines that you meet all qualifications and successfully pass the background investigation, you will receive a determination email generated from DOB NOW with instructions for your next steps. If you do not see this email in your inbox, please check your spam or junk email.

If your application is denied, you will receive a denial letter sent to the email address listed in your DOB NOW portal explaining the reason for the denial.

You will have one (1) year from the date of approval in DOB NOW to pick up your license card. Failure to do so will result in the portal automatically closing your application as a denial, and you will be required to restart the entire application process.

If you have any questions or concerns, you **must** contact the **Licensing & Exams Unit** at **(212) 393-2259** or via email at **licensingdob@buildings.nyc.gov**, as all subsequent steps in the process are handled by that unit.

NOTE: Please review your application carefully before submission. All required documents must be fully uploaded and completed in DOB NOW at the time of submission. If any required document is missing, incomplete, illegible, or incorrect, the application will be returned with an objection, resulting in avoidable delays.

Continued failure to submit all required documentation may result in the denial of the application for failure to provide necessary information.

It is the applicant's responsibility to ensure that they meet the requirements, and all required documents are submitted correctly and in full before filing.

STEP 5: RECONSIDERATION

An applicant who has been notified that they failed to meet the fitness and qualification requirements may request reconsideration if they have additional relevant information or documentation for the Department's review. **All supporting documentation must be submitted at the time the reconsideration request is filed.**

The Department must receive the request for reconsideration no later than sixty (60) days from the date of the license denial notification. For step-by-step instructions on how to apply for and upload a reconsideration request, refer to the [DOB NOW: Licensing Presentation \(Master Plumber\)](#).

NOTE: Failure to timely respond to the department's objection will result in automatic denial and closure of the application. Such denials are final and ineligible for reconsideration.