

**STEP 1: Renewal Application Submission**

Master Plumbers must submit their renewal applications online. Master Plumbers that do not currently have an eFiling account will need to create an account by completing the [registration form](#). If you already have an eFiling account, please proceed to **Step 2**.

**STEP 2: Upload Supporting Documentation**

To complete the online renewal process, Master Plumbers must submit the following documents in **PDF format** via the [DOB NOW Portal](#) in the **BIS Options** section:

*NOTE: See the [Licensing Renewal Application User Guide](#) for step-by-step directions.*

Supporting Documents include

- Original, typewritten **LIC2** License Application
  - If you have more than one business you **must** submit two (2) **LIC2** applications with the Primary and Secondary business information reversed on each application
  - Partners/Officers correspond with the Primary business on each application
  - Recent utility bill (electric, gas, water), bank statement lease of deed with the Licensee's name and address, if the home address has changed.
- Completed, typewritten **LIC34: Licensing Supplemental Affidavit** (if applicable)
- LIC51** application

*NOTE: Renewal applicants may also fill out the **LIC51** Voluntary Authorization for Service of Process by email if they would like to receive Notices of Violation (NOV)/Summonses via email.*
- LIC62: Physical Exam Form**
- Original 7-Hour Continuing Education Course Certificate of Completion
- Updated **Insurance Certificates** (General Liability, Workers' Compensation & Disability) – if required at the time of renewal

*NOTE: Insurances must be up to date to renew your license. If insurances are in good status, there is no need to submit insurance certificates.*
- Child Support Certification Form**
- Current Department-issued license card.
- Renewal Fees**
  - \$150.00 – License
  - \$100.00 – Plate
  - \$75.00 – Seal**Total Renewal Fee = \$325.00**
- Late Fees**
  - **\$375.00** (this includes \$325.00 renewal fee and \$50.00 late fee) – Between 1-30 days, paid at the time of renewal via the online portal
  - **\$425.00** (this includes \$325.00 renewal fee and \$100.00 late fee) – Greater than 31 days up until 1 year, paid at the time of renewal via the online portal

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

## STEP 3: Obtaining the License Card

You will receive your license card by mail.

*NOTE: If you received an **Intent not to Renew** letter, you **must** submit the required documentation stated in the letter **PRIOR** to renewal, and you **must** be cleared to renew before coming to the Licensing Unit to begin the renewal process.*