

Obtain a: Class A, B or C Master Fire Suppression Piping Contractor License

New License Application Service Notice – Starting September 7, 2021, all new license applications are required to be submitted online at www.nyc.gov/dobnow. See the **New License Application User Guide** for step-by-step directions.

The Licensing & Exams Unit will **not** be accepting any walk-in transactions, or paper applications for this process.

STEP 1: EXAM GUIDELINES

To obtain a **Master Fire Suppression Piping Contractor** license, you **must** meet the following qualifications:

- Be at least eighteen (18) years old
- Be able to read and write the English language
- Be fit to perform the work authorized by the license
- Have good moral character so as not to adversely impact your ability to perform the duties and responsibilities of a Master Fire Suppression Piping Contractor

In addition, all applicants must meet one (1) of the following levels of experience:

- Have had at least seven (7) years total experience* within the ten (10) years prior to application in the planning or design, and installation of fire suppression piping systems under the direct and continuing supervision of a Department-licensed Master Fire Suppression Piping Contractor in the United States. All experience **must** be for the class of license you are applying for.
- Have received a Bachelor's degree in mechanical engineering, fire protection engineering, or appropriate engineering technology from a college or university registered by the New York State Department of Education and have had at least five (5) years total experience within seven (7) years prior to application in the planning or design, and installation of fire suppression piping systems under the direct and continuing supervision of a Department-licensed Master Fire Suppression Piping Contractor in the United States. At least two (2) years of this experience **must** be in New York City and all experience **must** be for the class of license you are applying for.
- Be a New York State-licensed professional (Professional Engineer or Registered Architect) and have at least three (3) years of experience within the five (5) years prior to application in the planning or design, and installation of fire suppression piping systems in the United States. At least one (1) year of this experience **must** be in New York City and all experience **must** be for the class of license you are applying for.
- Have at least seven (7) years total experience* within ten (10) years prior to application with at least two (2) years of such experience working in the planning or design, and installation of fire suppression piping systems under the direct and continuing supervision of a Department-licensed Master Fire Suppression Piping Contractor in the United States. The balance of experience may be obtained by performing maintenance, replacement and repair of fire suppression piping work on existing buildings while in the employment of a New York City agency under the direct and continuing supervision of a DOB-licensed Master Fire Suppression Piping Contractor Supervisor employed by the City agency. All experience **must** be for the class of license you are applying for.
- Have been an employee of a government agency, private inspection agency or other entity accepted by the Buildings Commissioner 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 fire suppression piping systems and this experience** combined with your work experience equals seven (7) years of work experience required within the ten (10) Year prior to application

***Such applicants can count 50 percent of the years he or she was satisfactorily employed in the above work towards the seven (7) years of total required work experience as long as it was obtained within ten (10) years prior to application. The number of years credited shall not exceed two and a half (2.5) years of the satisfactory experience. The remaining balance must be obtained by working in the planning or design and installation of plumbing systems under the direct and continuing supervision of a licensed master plumber in the United States*

**As of July 1, 2011, at least two (2) years of the required practical experience must be obtained as a Department-registered Journeyman Fire Suppression Contractor. Please see the full text of Title 28 of the New York City Administrative Code for all the qualifications requirements*

STEP 2: APPLYING FOR THE LICENSE

You **must** pass a written exam (**LIC41**), in order to become a Master Fire Suppression Piping Contractor. To do this, you **must** complete the exam application, check the box that indicates you are a Master Fire Suppression Piping Contractor candidate and submit the application with \$525.00 fee, **payable by money order only**, to

NYC Department of Buildings
Licensing & Exams Unit – Exams
280 Broadway, 1st Floor
New York, NY 10007

STEP 3: SCHEDULING YOUR EXAM

After submitting your exam application, you must next schedule your exam.

- If your application is accepted, you will receive an email from the exam administrator in three (3) to four (4) weeks with instructions on how to schedule your exam. Exams are given at several different locations throughout the City.
- The written exam consists of multiple-choice questions that assess your knowledge of the NYC Construction Codes, rules and relevant regulations. You will not be allowed to use reference materials during the exam.
- Passing score is seventy (70) percent; if you pass the written exam you will receive your report (printed by the site proctor) at the exam site at the time of testing.

STEP 4: BACKGROUND INVESTIGATION

To become a Master Fire Suppression Piping Contractor, you **must** also pass a background investigation by submitting the documents listed below as **scanned PDFs** via the **DOB NOW Portal**. Applicants that do not currently have an eFiling account will need to create an account by completing the **registration form**.

Please see the **New License Application User Guide** for step-by-step directions.

You must upload PDF scans. Pictures of documents will not be accepted. Applicants have one (1) year to complete the submission of all documentation. The following documentation is required:

- Examination Score Report Form
- **LIC2 License Application**
- Typed **LIC34: Licensing Supplemental Affidavit**, if applicable
- **LIC51** application
*NOTE: Applicants may 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.*
- Notarized **Background Investigation Questionnaire**
- **LIC62: Physical Exam Form**, **must** be completed within 90 days to application date
- **Supplemental Investigation Questionnaire**
- Certified Social Security History of Earnings for the years you are claiming as experience - this is **NOT** the Social Security Statement.

*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 by mail or in-person (ordinarily you can receive this instantly in-person). Visit (<http://www.ssa.gov/online/ssa-7050.html>) for more information.*

- Photo ID (driver's license, learner's permit, State ID, green card, or passport)
- Original Social Security Card
- **Experience Verification Forms** from all supervisors for the years you are claiming as experience
NOTE: Experience Verification Forms from company Human Resources will not be accepted.
- Original birth certificate, current passport or green card
- Proof of residence (utility bill, bank statement, lease or deed) or a typed notarized letter and bill from the person you are residing with
NOTE: Cell phone bills will not be accepted
- Latest pay stub or W-2
- **Child Support Certification Form**
- Background Investigation Fee – \$500.00 payable within the **DOB NOW Portal**
For questions pertaining to your background investigation or to find out the status, please send inquiries to **lbackgrounds@buildings.nyc.gov**
- License Issuance Fee – \$200.00 payable within the **DOB NOW Portal**
- Plate Fee – \$75.00 payable within the **DOB NOW Portal**
- Seal Fee – \$50.00 payable within the **DOB NOW Portal**
- Applicants have **one (1)** year to complete the submission of all documentation.

STEP 5: OBTAINING YOUR LICENSE CARD

Once you have passed the exams and background investigation, you need to apply for your Master Fire Suppression Piping Contractor license. The Master Plumber and Master Fire Suppression Piping Contractor License Board investigates the character and fitness of all applicants for a Master Fire Suppression Piping Contractor license.

- If you successfully pass the written exam and the background investigation, you will be able to schedule an appointment within the **DOB NOW Portal** to take picture and receive the Master Fire Suppression Piping Contractor license card.
- You have one (1) year from the date of notification to begin submitting the required documents for your license. If you do not complete the process within one (1) year of notification, you will be required to retake the exam.
- Original applicants will be required to submit the following business documentation:
Applicants whose business affiliation is a CORPORATION **must** provide the following
 - 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 none, an Affidavit on Corporation Stationery stating there are none, **must** be submitted
 - Applicants **must** own 51% interest in the corporation unless there are other Master Plumbers with interest in the corporation, and the total controlling interest between all Licensees equal 51%
 - Stock certificates for all issued shares

- The corporation **must** have a business address in the City of New York. You **must** submit a copy of a utility bill or bank statement with company name at business location, and insurance certificates for General Liability, Worker's Compensation, and Disability

Applicants whose business is a LIMITED LIABILITY COMPANY (LLC) **must** provide

- 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 stationary stating such)
- Copy of the minutes stating the elected officers, including time, date, and location of meeting (applicant must be an officer).
- Affidavit with corporate name showing officers of company stating their names, titles, address, and license number, if any. The Affidavit **must** contain a paragraph stating the President of the company will notify the Department within ten (10) days of any changes in the Officers whether they are licensed or unlicensed.

Original Applicants whose Business is a PARTNERSHIP **must** supply

- Copy of Partnership Agreement listing all Present Officers.
- Letter on Business Stationery stating names and address of all partners and license number, if any. The letter **must** contain a paragraph stating the licensed partner will notify the Department of Building of any changes of partners whether they are licensed or unlicensed.
- Business Address of Partnership **must** be in the City of New York. You **must** submit a copy of a utility bill or bank statement with company name at business location.
- Insurance Certificate for General Liability, Worker's Compensation, and Disability.

Original Applicants applying as an INDIVIDUAL (Sole-Proprietorship) **must** supply

- 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 certified by the County Clerk.
- Business Address **must** be in the City of New York. You **must** submit a copy of a utility bill or bank statement with company name with business location.
- Insurance Certificate for General Liability, Worker's Compensation, and Disability