

BUSINESS CHANGE

When making a change to your business, you **must** submit the following via [DOB NOW: Licensing](#):

To remove a current business:

A request to remove the company and a search for fines and violations issued to the company must be submitted by email to batchrequest@buildings.nyc.gov.

NOTE: This process must be completed and approved before a company can be removed.

If you have open jobs under the company that you will be removing from your license you must either close or transfer the jobs. To transfer jobs, you **must**:

- Submit a notarized letter stating you will be taking the open jobs with you to the new company, or
- Submit a notarized letter stating another licensee will be taking over the jobs. This letter **must** come from the current licensee and the licensee who will take over the jobs. The notarized letter must be sealed with the seal(s) of the licensee(s).
- Notify the plumbing units so they can be aware of the change(s).

A notarized affidavit stating the disposition of the company **must** be submitted. It **must** be clearly stated if the company will remain **open**, or if it is **closing**.

If the company is dissolving:

- A notarized affidavit stating the dissolution **must** be submitted from either an accountant or attorney.
*NOTE: The dissolution certificate **must** be submitted once it has been received*
- If the company will remain in business, the president of the company **must** state you will no longer perform plumbing or fire suppression work for this company, and/or if the company will continue to remain in the plumbing or fire suppression business.
- Signed over stock certificates may be required if the company is remaining in business.
- **Insurance Certificates** in the new business name
- See the **Business Information** section for more information about what documents to submit for if your business affiliation is a Corporation, Limited Liability Corporation, Partnership or individual.
- \$50.00 re-issuance fee

SHELVING OR RETIRING

If you are shelving or retiring your Master Plumber or Master Fire Suppression Piping Contractor License you **must** take the following steps:

1. Request a List of Open Permits

Submit a letter requesting a report listing all open permits and or PRA/ARA. The letter **must** include:

- Company letterhead
- Licensee number

- Licensee signature
- Contact telephone number

Submit requests to **BatchRequest@buildings.nyc.gov**. You will receive the batch report by email once the search has been conducted. If you have any outstanding fines, penalties or fees, you **must** clear them prior to changing/dropping a company.

2. Close or Transfer Open Jobs

If you have open jobs, you must transfer the jobs to another licensee or close them.

Another Licensee Will Take Over

If another licensee will take responsibility for signing off the jobs, you must provide:

- Licensee name
- License number
- Company name
- Statement that the licensee will assume responsibility for all open jobs or listed jobs. All jobs **must** be accounted for.
- A notarized letter (affidavit) from the named licensee assuming responsibility for those designated open jobs.

No Licensee to Take Over

If there is no licensee taking over, all open jobs must be closed. Once your report comes back with no open jobs, you will be allowed to shelve/retire/surrender the license.

No Open Permits

If there are no open permits, no affidavit is needed.

3. Indicate Reason for Shelving, Retiring or Surrendering

Indicate one of the following reasons for changing companies, shelving, retiring or surrendering and submit the required documentation:

- Business Has Dissolved:** Submit a copy of the Certificate of Dissolution from the NY Department of State/Secretary of State/Division of Corporations for a corporation or from the County Clerk for a company.
- Business Will Dissolve:** Submit a notarized letter (affidavit) from an accountant or a letter from your attorney stating the business is in the process of being dissolved and a copy of the final dissolution certificate must be sent to the Licensing & Exams Unit when the process is complete.
- No Longer Performing Plumbing/Fire Suppression Work in NYC:** Submit a notarized letter (affidavit) on company letterhead stating the business is no longer doing plumbing and/or fire suppression work in New York City
- Business Being Sold:** Sign back the stock certificates to the company and provide copies of the voided or canceled certificates (front and back) to the Licensing & Exams Unit. Submit a copy of the bill of sale. The business can only continue doing plumbing/fire suppression work if there is a licensed contractor in that business (see 3c.)

4. Return License Card, Plate and Seal

Return the plate, seal, and current license card and the following:

- \$50.00 reissuance fee (*Shelving/Certificate Only*)

CHANGES TO PARTNERS OR OFFICERS

To change the partner or officer information associated with your Master Plumber or Master Fire Suppression Piping Contracting license you must submit:

- updated minutes reflecting the election of new officers.
- new stock certificates and cancelled/voided stock certificates

CHANGING FROM A CERTIFICATE ONLY TO FULL LICENSE

To change the partner or officer information associated with your Master Plumber or Master Fire Suppression Piping Contracting license you **must** submit:

- Insurances in the company with the business address
- See the **Business Information** section for more information about which documents to submit if your business affiliation is a Corporation, Limited Liability Corporation, Partnership or individual.
- Original telephone bill with business name, telephone numbers, and address

NOTE: Cellular phone and VOIP statements are not accepted without a utility bill including the company's name and address

- Seal Fee: \$50.00

BUSINESS ADDRESS CHANGE

When making a business address change, you **must** first submit a **Business Address Verification** application, now submitted via DOB NOW (address must be approved before moving to new location) to the Department. Once the Department approves the address, you **must** submit the following via **DOB NOW: Licensing**:

- **Insurance Certificates** with new address
- Original telephone bill with business name, telephone number, and address

NOTE: Cellular phone and VOIP statements are not accepted without a utility bill including the company's name and address

- \$50.00 Reissuance fee.

BUSINESS TELEPHONE NUMBER CHANGE

When making a business telephone number change, you **must** submit the following via **DOB NOW: Licensing**:

- Original telephone bill with business name, telephone number, and address

NOTE: Cellular phone and VOIP statements are not accepted without a utility bill including the company's name and address

ADDING AN ADDITIONAL BUSINESS TO YOUR LICENSE

When adding an additional business to your license, both businesses **must** be at the same address, and you **must** submit the following documents via **DOB NOW: Licensing**:

- See the Business Information section for more information about what documents to submit for if your business affiliation is a Corporation, Limited Liability Corporation, Partnership or individual.
- Insurance Certificates with new companies
- Original telephone bill with business name, telephone number, and address

NOTE: Cellular phone and VOIP statements are not accepted without a utility bill including the company's name and address

- \$50.00 re-issuance fee

BUSINESS INFORMATION

To add a business to your license you must submit the proper documentation that corresponds to the type of business you are affiliated with. Listed below are the required documents.

Applicants whose business affiliation is a CORPORATION **must** provide the following:

- Copy of the Certificate of Incorporation, certified by the State.
- Certificate of Assumed name if the business will be using a D/B/A
- Certificate of Amendment if the current Business name will be changing (same business, new name)
- Copy of filing receipt or Certificate of Good Standing, 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 Bylaws or Operating Agreement. If there are none, a notarized affidavit on corporation stationery stating there are none, **must** be submitted.
- Copies of original issued shares (licensee must own at least 51% controlling interest, unless there is more than one licensee; in that case the applicant must own a percentage of the 51% controlling interest)
- A notarized affidavit for un-issued shares of stock must be submitted on corporation stationery if all shares in the corporation have not been issued
- 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.

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

- Copy of filing receipt or Certificate of Good Standing, certified by the State.
- Copy of Articles 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).

Applicants whose business is a PARTNERSHIP **must** supply:

- Copy of Partnership Agreement listing all present officers; Certificate of Partnership stating all present officers and their percentage of ownership.
- 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.

Original Applicants applying as an INDIVIDUAL with a business name (Sole-Proprietor) must supply:

- Copy of 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.

REPLACEMENT SEAL

To replace your Master Plumber or Master Fire Suppression Piping Contractor seal, you **must** submit the following documentation via [DOB NOW: Licensing](#):

- [Lost/Stolen License Affidavit](#) with plate/seal checked off
- if the seal is lost or stolen, you **must** submit a police report stating this
- if the seal is damaged or defective you will need to return the original plate to the Licensing & Exams Unit
- Replacement Seal – \$75.00.

You will be given a temporary seal letter to use until the new seal is ready to be picked up.