

SERVICE UPDATE

New Electronic Joint Venture Submission Process for Licensed Master Plumbers and Licensed Master Fire Suppression Piping Contractors

As of January 3, 2017 the Department has implemented a new email submission process for Licensed Master Plumbers (LMP) and Licensed Master Fire Suppression Piping Contractors (LFSC) filing for Joint Venture approval.

Licensed LMPs and LFSCs **must** submit their Joint Venture requests by email to the Licensing Unit & Exam Unit at JointVentures@buildings.nyc.gov. All LMP & LFSC Joint Venture requests **must** comply with the following guidelines:

1. Both licensees requesting Joint Venture approval from the Department **must** submit a signed and sealed letter of request on their company letterhead and include the following items:
 - the name and license number of both licensees, companies entering the Joint Venture, and their email addresses;
 - a statement that the project is being filed as a Joint Venture and that both Licensees agree;
 - the address of the project and the Joint Venture permit number;
 - the name, company and license number of the Contractor holding the permit, insurance and/or bond; and
 - a statement that all work will be under the direct supervision of both companies and Licensees, all inspections and tests may be conducted by either company.

NOTE: If these conditions are not met, the Joint Venture request will not be processed.

2. Email subject line and PDF file **must** be properly named with the same details (subject line and PDF file: joint venture project address_ permit number_1st license# & 2nd license#)

Example:

If the Joint Venture project address is 1 Arthur Avenue, and the job number is 123456789, the subject line should read '**1 Arthur Avenue_123456789_LMP1842 & LMP2339**'.

You will be notified by email once your Joint Venture request has been processed.

POST UNTIL: March 31, 2017