

INSTRUCTIONS

This monthly report is to be used by a Licensed Master Plumber (LMP) filing work the Code details as Ordinary Plumbing Work as per §28-105.4.4. This work doesn't require a permit. The report must specify all work underway or done by the LMP during the previous month. Forms must be submitted to DOB by the 15th of the month after the month which the work is being reported. **Those who fail to file and late filers will be subject to violations and/or disciplinary action. License and insurance must be active at time of filing.**

The Department's Limited Alteration Application (LAA) Unit must receive all reports, with the \$130 fee per report, by the 15th of the month for the previous month's ordinary plumbing work, and the report(s) must include a self-addressed envelope. Reports must be mailed or delivered to: **NYC Department of Buildings, Attn: LAA Unit, 280 Broadway, 1st Floor, New York, NY 10007.**

Filing this report does not relieve the applicant of obligation to comply with the applicable requirements of the NYC Department of Environmental Protection with regards to asbestos abatement.

1. APPLICANT INFORMATION *(required for all applications)*

Last Name:	First Name:	Middle Initial:
Business Name:	Business Phone No.:	
Business Address:	Business Fax No.:	
City:	State:	Zip:
Email:	License No.:	
	Filing Date (MM/YY):	

2. OWNER INFORMATION *(optional)*

Last Name:	First Name:	Middle Initial:
Address:	Telephone No.:	
City:	State:	Zip:
Email:		

3. LOCATION INFORMATION

Borough:	BIN No.:
House No.:	Block:
Street:	Lot:

4. WORK TYPE

	Floor	Detailed Location	Date	Appliance Type	Repair	Replacement	Manufacturer Name	Listing Agency Name & Certification No.	Model No.	BTU/hr.
<i>Ex.</i>	12	Basement boiler room	12/12/26			✓				
1										
2										
3										

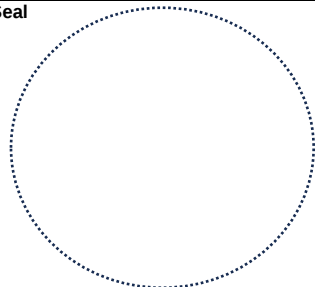
NOTE: Please also enter the appliance data at <https://forms.cloud.microsoft/g/pK001pvWP2>

5. APPLICANT STATEMENTS & SIGNATURE

Please check if the following is applicable:

- If I am working on the replacement of a gas-fired boiler, water heater, or furnace with a capacity of not more than 350,000 BTUs, I certify that the appliance valve has not been moved, the chimney is in good working condition, and no gas piping has been installed/replaced with this appliance replacement.

I certify the statements herein are correct and comply with the NYC Construction Codes. I meet the requirements of the Code as they relate to the experience requirements set forth in **§28-105.4.4**. I understand falsification of any statement is a misdemeanor under **§28-201.2.1**, **§28-203.1**, and **§28-211.1** of the NYC Administrative Code and is punishable by fine or imprisonment or both and may result in the removal from participation in the self-certification program and/or disciplinary action by the Plumbing and Fire Suppression Piping Contractor License Board.

Print Name of Licensed Master Plumber (LMP)	
Signature	
Date	