

PURPOSE OF FORM

This monthly report is to be used by Licensed Master Plumbers filing work that 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 plumber during the previous month. Forms must be submitted to DOB by the 15th of the month after the month for 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.**

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.

GENERAL GUIDELINES

The Department's LAA Unit must receive all reports, with a fee of \$130 per report, by the 15th of the month for the previous month's ordinary plumbing work, and the report must include a self-addressed, stamped envelope. The **OP128 form** can be found at nyc.gov/buildings. Applicants must complete, print, sign, and notarize the form(s). All forms must be typewritten; **handwritten forms will not be accepted.**

Applicants have two (2) options for submission. Reports must be mailed or delivered to:

- **By Mail**

Mail the completed CPA-1 form, supporting documentation, and payment via check or money order made payable to the **NYC Department of Buildings** can be mailed to:

NYC Department of Buildings
Attn: LAA Unit
280 Broadway, 1st Floor
New York, NY 10007

- **In-person**

Applicants can drop-off the OP128 form in-person at the LAA submission box with a check, or money order made payable to the **NYC Department of Buildings** at **280 Broadway, 1st Floor Atrium**, New York, NY,10007.

INSTRUCTIONS**SECTION 1: Filing Status**

Please indicate Initial Filing or Correction. DOB will assign Reference Number upon payment processing.

SECTION 2: Applicant Information

Please provide the last name, first name, middle initial, business name, business address, business telephone number, mobile number, email address, and filing month (*specify month/year*).

SECTION 3: Location & Work Information

- Provide the borough number, block, lot, BIN number, address (house number, street, floor, apt number), residential or commercial (R or C), date, completion status (Y or N). Additionally, list# of fixtures, kitchen or bathroom (K or B), installation, repair, replacement, relocation and the appropriate work # where applicable for each ordinary plumbing repair.
- Refer to the **NYC Administrative Code §28-105.4.4** excerpted below for what is required to be reported as Ordinary Plumbing Work.
- The items listed below are followed by references in **BOLD** corresponding to the listing above of ordinary plumbing work authorized to be performed and detailed on this form. Use those references when completing the last column, **Work**, on page 1.

1. The removal of a domestic plumbing system not connected to a fire suppression system, or the removal of a portion of such system. – **1**
2. The relocation of up to two plumbing fixtures within the same room to a maximum of 10 feet (3048 mm) distant from the original location, except in health care facilities. – **2**
3. The installation, replacement or repair of a food waste grinder (food waste disposal) or back flow preventer and the replacement or repair of a sump pump. – **3a, 3b, 3c, as applicable**
4. The repair of components of a plumbing appliance or plumbing appurtenance or the replacement of a plumbing appurtenance. – **4a, 4b, as applicable**
5. *In buildings classified as residential occupancy groups occupied by five families or fewer, the replacement of a gas-fired water heater, gas furnace, or a gas boiler with a capacity of 350,000 BTU or less where the existing appliance gas cock is not moved provided the chimney has been inspected as per the NYC Fuel Gas Code section 503.5.6 must be reported on form **OP128: HHW**.*
6. The repair or replacement of any non-gas, non-fire suppression piping not longer than 25 feet (7620 mm) inside a building or connected piping previously repaired or replaced under this provision. – **6**
7. The repair or replacement of any non-gas, non-fire suppression branch piping after the riser shutoff valve, including the replacement of fixtures. – **7**
8. The replacement of an appliance connector serving the domestic gas ranges, ovens, stoves, barbecues, or clothes dryers where the existing appliance shutoff valve remains and in accordance with Fuel Gas Code. The existing appliance shutoff valve shall be accessible and in good working condition with no noticeable corrosion or deterioration. – **8a, 8b, 8c, 8d, 8e**
9. The replacement of domestic gas ranges, ovens, stoves, barbecues, or clothes dryers where the existing appliance shutoff valve remains and in accordance with the Fuel Gas Code. The existing appliance shutoff valve shall be accessible and in good working condition with no noticeable corrosion or deterioration. – **9a, 9b, 9c, 9d, 9e**

SECTION 4: Applicant Statement & Signature

- Please certify that the appliance valve has not been moved and the chimney is in good working condition if filing replacement of a gas-fired boiler or gas water heater.
- Review all statements in this section in detail before signing. Print name, date, sign and seal.
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