

**Ordinary Plumbing Work:
Permits May No Longer Be Required**

To streamline our system, Licensed Master Plumbers no longer need a permit to conduct some ordinary plumbing work (OPW). Instead, Licensed Master Plumbers performing minor work and repairs are required to submit a monthly report to the Department. While this OPW requires no Buildings inspections, OPW reports must be detailed and indicate, at a minimum, the following:

- Borough, block, lot, BIN number
- House number, street, floor, apartment
- Commercial or residential use
- Work start date and status (complete or ongoing)
- Number of fixtures being installed (if applicable)
- Location of the work (kitchen or bathroom)
- Type of work (repair, replacement, relocation or removal)
- Installation of a garbage disposal or internal, secondary back-flow preventer

Filing Instructions

The master plumber's license and insurance must be active at filing, and all reports must have a sticker affixed with the applicant's license number. License number stickers are available at the Plumbing Inspections office at 280 Broadway, 4th floor, in Manhattan.

The Department 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 reports must include a self-addressed, stamped envelope. The Department will begin collecting OPW reports reflecting July work beginning August 1, 2008 and will begin to enforce the submittal of OPW reports starting September 15, 2008. Reports may be mailed or delivered to:

Department of Buildings
ARA/Permit Renewals
280 Broadway - 5th Floor
New York, NY 10007

OPW Limitations

- Each monthly report may cover as many as 20 minor alterations and repairs.
- No more than two bathrooms and one kitchen per buildings, per monthly report.
- Gas, sprinkler and standpipe work is not permitted on an OPW report, as per Administrative Code/2008 Building Code §28-105.4.4.
- Alteration of a domestic water system with a sprinkler take-off (sprinkler off domestic, less than 30 heads) is not permitted as ordinary plumbing work. A Limited Alteration Application (LAA) or a PL permit is required.
- To relocate a fixture, licensed master plumbers may run 10 feet of waste, water and vent piping for installation.

Report's Supplemental Documents

- For boiler or hot water heater work, licensed master plumbers must submit a chimney affidavit confirming the chimney is in good working order.
- When an internal secondary RPZ (Backflow Prevention Device) is installed, a Buildings-issued RPZ Test Report is required, not DEP Gen 215. This Test Report (OP129) is available on our website at www.nyc.gov/buildings.