

Step 1: Renewal Application Submission

Plumber/Fire Suppression Piping Contractor certificate holders must submit their renewal applications online. Plumber/Fire Suppression Piping Contractor certificate holders that do not currently have an eFiling account will need to create an account by completing the [registration form](#). If you already have an eFiling account, please proceed to **Step 2**.

Step 2: Upload Supporting Documentation

To complete the online renewal process, Plumber/Fire Suppression Piping Contractor must submit the following documents in **PDF format** via the [DOB NOW Portal](#) in the **BIS Options section**:

NOTE: See the [Licensing Renewal Application User Guide](#) for step-by-step directions.

Supporting documents include

- Original, typewritten **LIC2** License Application
 - Recent utility bill (electric, gas, water), bank statement lease of deed with the Licensee's name and address, if the home address has changed.
- Completed, typewritten **LIC34: Licensing Supplemental Affidavit** (if applicable)
- Original 7-Hour Continuing Education Course Certificate of Completion
- Child Support Certification Form**
- Current Department-issued license card.
- Renewal Fees**
 - \$150.00 – License
 - \$200.00 – Late Fee (this includes \$150.00 renewal fee and \$50.00 late fee) – between 1-30 days, paid at the time of renewal via the online portal
 - \$250.00 – Late Fee (this includes \$150.00 renewal fee and \$100.00 late fee) – 31 Days or Greater, paid at the time of renewal via the online portal

NOTE: To avoid a late fee, renewal applications must be submitted 30-60 days before the expiration date that is indicated on your license card.

Step 3: Obtaining the License Card

You will receive your license card by mail.

NOTE: After five (5) years of being a certificate holder you must submit an affidavit from your employer verifying that you have been active in the planning, design and installation of Plumbing/Fire Suppression Piping Systems as per section 28-408.4.4 of the Administrative Code. These letters must be notarized and sealed by the Licensee who supervised your work..