

BUSINESS CHANGE

When making a change to your business, you **must** submit the following either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), or **drop-off** to:

NYC Department of Buildings
ATTN: Licensing & Exams Unit
280 Broadway, 1st Floor
New York, NY 10007

- Completed **LIC2** application
- **LIC34**, if applicable
- If you are a Master Plumber and Master Fire Suppression Piping Contractor, you will need a completed **LIC2** application for each license
- Department of Buildings-issued License Card(s)
- To remove a current business:
 - A request to remove the company and a search for fines and violations issued to the company **must** be submitted by email to batchrequest@buildings.nyc.gov.
*NOTE: This process **must** be completed and approved before a company can be removed.*
 - If you have any open jobs under the company that you will be removing from your license you **must** either close or transfer the jobs
To transfer jobs, you **must**:
 - a) Submit a notarized letter stating you will be taking the open jobs with you to the new company, **or**
 - b) Submit a notarized letter stating another licensee will be taking over the jobs. This letter **must** come from the current licensee and the licensee who will take over the jobs. The notarized letter must be sealed with the licensees' seals.
 - c) Notify the plumbing units so that they can be aware of the change(s).
- A notarized affidavit stating the disposition of the company **must** be submitted.
 - It **must** be clearly stated if the company will remain **open**, or if it is **closing**.
 - If the company is dissolving, then a notarized affidavit stating the dissolution **must** be submitted from either an accountant or attorney.
*NOTE: The dissolution certificate **must** be submitted once it has been received.*
 - If the company will remain in business, the president of the company **must** state you will no longer perform plumbing or fire suppression work for this company, and/or if the company will continue to remain in the plumbing or fire suppression business.
 - Signed over stock certificates may be required if the company is still remaining in business.
- **Insurance Certificates** in the new business name

- See the 'Business Information' section for more information about what documents to submit for if your business affiliation is a Corporation, Limited Liability Corporation, Partnership or individual);
- \$50.00 re-issuance fee
- Replacement plate fee \$100.00

SHELVING OR RETIRING YOUR LICENSE

If you are shelving or retiring your Master Plumber or Master Fire Suppression Piping Contractor license you **must** follow the steps below:

1. Request a List of Open Permits

Submit a letter requesting a report listing all open permits and or PRA/ARA. The letter **must** include:

- Company letterhead
- Licensee number
- Licensee signature
- Contact telephone number

Submit requests to batchRequest@buildings.nyc.gov. You will receive the batch report by email once the search has been conducted. If you have any outstanding fines, penalties or fees, you **must** clear them prior to changing/dropping a company.

2. Close or Transfer Open Jobs

If you have open jobs, you **must** transfer the jobs to another licensee or close them.

Another Licensee Will Take Over

If another licensee will take responsibility for signing off the jobs, you **must** provide:

- Licensee name
- License number
- Company name
- Statement that the licensee will assume responsibility for all open jobs or particular listed jobs. All jobs **must** be accounted for.
- A notarized letter (affidavit) from the named licensee assuming responsibility for those designated open jobs.

No Licensee to Take Over

If there is no licensee taking over, all open jobs **must** be closed. Once your report comes back with no open jobs, you will be allowed to shelve/retire/surrender the license.

No Open Permits

If there are no open permits, no affidavit is needed.

3. Indicate Reason for Shelving, Retiring or Surrendering

Indicate one of the following reasons for changing companies, shelving, retiring or surrendering and submit the required documentation:

- a. Business Has Dissolved
Submit a copy of the Certificate of Dissolution from the NY Department of State/Secretary of State/Division of Corporations for a corporation or from the County Clerk for a company.
- b. Business Will Dissolve
Submit a notarized letter (affidavit) from an accountant or a letter from your attorney stating the business is in the process of being dissolved and a copy of the final dissolution certificate must be sent to the Licensing & Exams Unit when the process is complete.
- c. No Longer Performing Plumbing/Fire Suppression Work in NYC
Submit a notarized letter (affidavit) on company letterhead stating the business is no longer doing plumbing and/or fire suppression work in New York City
- d. Business Being Sold
Sign back the stock certificates to the company and provide copies of the voided or canceled certificates (front and back) to the Licensing & Exams Unit. Submit a copy of the bill of sale. The business can only continue doing plumbing/fire suppression work if there is a licensed contractor in that business (see 3c.)

4. Return License Card, Plate and Seal

Return the plate, seal, and current license card and the following:

- Typed **LIC2** application with no business
- One (1) 2x2 passport sized photo
- Continued education certificates if you are also renewing your license
- A notarized letter (affidavit) documenting your desire to no longer hold a Plumbing/Fire Suppression License in New York City
- \$50.00 reissuance fee (Shelving/Certificate Only)

CHANGES TO PARTNERS OR OFFICERS

To change the partner or officer information associated with your Master Plumber or Master Fire Suppression Piping Contracting license you **must** submit:

- Completed **LIC2** application (and **LIC34** if applicable)
- Updated minutes reflecting the election of new officers
- New stock certificates and cancelled/voided stock certificates

CHANGING FROM A CERTIFICATE ONLY TO A FULL LICENSE

To change from a certificate only registration to a full license you **must** submit the following:

- Completed **LIC2** application (and **LIC34** if applicable)
- Valid photo ID (driver's license, learner's permit, State ID, passport or green card)
- Insurances in the company with the business address
- See the 'Business Information' section for more information about which documents to submit if your business affiliation is a Corporation, Limited Liability Corporation, Partnership or individual.
- Original telephone bill with business name, telephone number and address
NOTE: Cellular phone and VOIP statements are not accepted without a utility bill including the company's name and address
- Fees: Seal \$50.00 + Original Plate \$75.00
- Social Security History of Earnings for the years you are claiming as experience - this is **NOT** the Social Security Statement

BUSINESS ADDRESS CHANGE

When making a business address change, you **must** first submit a **LIC33** application (address **must** be approved before moving to new location) to the Department. Once the Department approves the address, you **must** submit the following either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), or **drop-off** to:

NYC Department of Buildings
ATTN: Licensing & Exams Unit
280 Broadway, 1st Floor
New York, NY 10007

- **LIC2** application (and **LIC34** if applicable)
- **Insurance Certificates** with new address
- Original telephone bill with business name, telephone number, and address
NOTE: Cellular phone and VOIP statements are not accepted without a utility bill including the company's name and address
- \$50.00 re-issuance fee

BUSINESS TELEPHONE NUMBER CHANGE

When making a business telephone number change, you **must** submit the following either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), or **drop-off** to:

NYC Department of Buildings
ATTN: Licensing & Exams Unit
280 Broadway, 1st Floor
New York, NY 10007

- Completed **LIC2** application (and **LIC34** if applicable)

- Notarized letter requesting the change
- Original telephone bill with business name, telephone number and address

NOTES: Cellular phone and VOIP statements are not accepted without a utility bill including the company's name and address; Cellular phone and VOIP statements are not accepted without a utility bill including the company's name and address

ADDING AN ADDITIONAL BUSINESS TO YOUR LICENSE

When adding an additional business to your license, both businesses **must** be at the same address and you **must** submit the following documents to the Licensing & Exams Unit either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), or **drop-off** to:

NYC Department of Buildings
ATTN: Licensing & Exams Unit
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New York, NY 10007

- Two completed **LIC2** applications (and **LIC34** if applicable), one (1) application for each company indicating the separate business in the 'Primary' and 'Secondary' business information sections; 'Primary' and 'Secondary' business information should be reversed on each application with the 'Partner or Officer' information corresponding to the 'Primary' business
- See the Business Information section for more information about what documents to submit for if your business affiliation is a Corporation, Limited Liability Corporation, Partnership or individual
- **Insurance Certificates** with new address
- Original telephone bill with business name, telephone number and address.

NOTE: Cellular phone and VOIP statements are not accepted without a utility bill including the company's name and address

- Department of Buildings-issued License Card
- \$50.00 re-issuance fee
- \$100.00 replacement plate fee

BUSINESS INFORMATION SECTION

To add a business to your license you **must** submit the proper documentation that corresponds to the type of business you are affiliated with. Listed below are the required documents.

Applicants whose business affiliation is a CORPORATION **must** provide the following:

- Copy of the Certificate of Incorporation, certified by the State
- Certificate of Assumed name if the business will be using a D/B/A
- Certificate of Amendment if the current Business name will be changing (same business, new name)

- Copy of filing receipt or Certificate of Good Standing, certified by the State.
- Copy of the minutes stating the elected officers, including time, date, and location of meeting (applicant **must** be an officer).
- Copy of Bylaws or Operating Agreement. If there are none, a notarized affidavit on corporation stationery stating there are none, **must** be submitted.
- Copies of original issued shares (licensee **must** own at least 51% controlling interest, unless there is more than one licensee; in that case the applicant **must** own a percentage of the 51% controlling interest)
- A notarized affidavit for un-issued shares of stock **must** be submitted on corporation stationery if all shares in the corporation have not been issued
- Corporation **must** have a business address in the City of New York. You **must** submit a copy of a utility bill or bank statement with company name at business location.

Applicants whose business is a LIMITED LIABILITY CORPORATION (LLC) **must** provide:

- Copy of filing receipt or Certificate of Good Standing, certified by the State.
- Copy of Articles of Organization, certified by the State.
- Copy of Operating Agreement (if none, an affidavit on corporation stationary stating such)
- Copy of the minutes stating the elected officers, including time, date, and location of meeting (applicant **must** be an officer).

Applicants whose business is a PARTNERSHIP **must** supply:

- Copy of Partnership Agreement listing all present officers; Certificate of Partnership stating all present officers and their percentage of ownership.
- Business Address of Partnership **must** be in the City of New York. You **must** submit a copy of a utility bill or bank statement with company name at business location.

Original applicants applying as an INDIVIDUAL with a business name (Sole-Proprietor) **must** supply:

- Copy of business certificate, certified by the County Clerk.
- Business Address **must** be in the City of New York. You **must** submit a copy of a utility bill or bank statement with company name with business location.

REPLACEMENT PLATE OR SEAL

To replace your Master Plumber or Master Fire Suppression Piping Contractor seal you **must** submit the following either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), or **drop-off** to:

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New York, NY 10007

- **LIC2** application
- **LIC34** (if applicable)
- **Lost/Stolen License Affidavit** with plate/seal checked off
- If the plate/seal is lost or stolen, then you **must** submit a police report stating this
- If the plate/seal is damaged or defective you will need to return the original seal to the Licensing & Exams Unit*
- Replacement plate - **\$100.00**
- Replacement seal - **\$75.00**

**You will be given a temporary seal letter to use until the new seal is ready to be picked up. The original plate will be submitted when picking up the new plate.*

SUBMITTING DOCUMENTS

All documentation **must** be submitted either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), or **drop-off** to:

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New York, NY 10007

Document drop-off and office hours are Monday through Friday, except holidays, between 9:00 am and 1:30 pm.