

**New License Application Service Notice** – Starting September 7, 2021, all new license applications are required to be submitted online at [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow). See the **New License Application User Guide** for step-by-step directions.

The Licensing & Exams Unit will **not** be accepting any walk-in transactions, or paper applications for this process.

## STEP 1: EXAM GUIDELINES

To obtain a **Master Plumber** license, you **must** meet the following qualifications:

- Be at least eighteen (18) years old
- Be able to read and write the English language
- Be fit to perform the work authorized by the license
- Have good moral character so as not to adversely impact your fitness to perform the duties and responsibilities of a Master Plumber

In addition, all applicants **must** meet one (1) of the following levels of experience:

- Have at least seven (7) years of total experience\* within the ten (10) years prior to application in the planning or design, and installation of plumbing systems under the direct and continuing supervision of a licensed Master Plumber in the United States.
- Have received a bachelor's degree in mechanical engineering or appropriate engineering technology from a college or university registered by the New York State Department of Education and have had at least five (5) years of total experience within the seven (7) years prior to application in the planning or design, and installation of plumbing systems under the direct and continuing supervision of a licensed Master Plumber in the United States. At least two (2) years of this experience **must** be in New York City.
- Be a New York State-licensed professional (Registered Architect or Professional Engineer) and have at least three (3) years of experience within the five (5) years prior to application in the planning or design, and installation of plumbing systems in the United States under the supervision of a licensed Master Plumber. At least one (1) year of this experience **must** be in New York City
- Have at least seven (7) years of total experience\* within the ten (10) years prior to application with at least two (2) years of experience working in the planning or design, and installation of plumbing systems under the direct and continuing supervision of a licensed Master Plumber in the United States. The balance of experience may be obtained by performing maintenance, replacement and repair plumbing work on existing buildings while working for a New York City agency as long as the work is under the direct and continuing supervision of a licensed Master Plumber supervisor employed by the City agency.
- Have experience as an employee of a government agency, private inspection agency or other entity accepted by the Buildings Commissioner whose duties primarily involve the inspection of plumbing work for compliance with the New York City Plumbing Code and/or other laws relating to the installation, alteration or repair of plumbing systems and this experience\*\* combined with your work experience equals seven (7) years of work experience required within the ten (10) Year prior to application.

*\*\*Such applicants can count 50 percent of the years he or she was satisfactorily employed in the above work towards the seven (7) years of total required work experience as long as it was obtained within ten (10) years prior to application. The number of years credited shall not exceed two and a half (2.5) years of the satisfactory experience. The remaining balance **must** be obtained by working in the planning or design and installation of plumbing systems under the direct and continuing supervision of a licensed master plumber in the United States*

*\*As of July 1, 2011, at least two (2) years of the required practical experience **must** be obtained as a Department-registered Journeyman Plumber. Please see the full text of Title 28 of the New York City Administrative Code for all the qualifications requirements*

## STEP 2: APPLYING FOR THE LICENSE

You **must** pass a written and practical exam in order to become a Master Plumber.

### Written\*

You **must** complete the exam application ([LIC41](#)), check the box that indicates you are a Master Plumber candidate and submit the application with the \$525.00 fee to the Department (see contact information below). After passing the written exam, you **must** apply to take the practical exam ([LIC42](#)).

### Practical

After passing the written exam, you **must** apply to take the practical exam ([LIC42](#)). To do this you must complete the exam application, check the box that indicates you are a Master Plumber candidate and submit the application with the \$350.00 fee, **payable by money order only**, to:

NYC Department of Buildings  
Licensing & Exams Unit – Exams  
280 Broadway, 1<sup>st</sup> Floor  
New York, NY 10007

*NOTE: Effective March 16, 2017, you have up to twenty-four (24) months from the date of notification of passing the written examination to pass the practical examination.*

## STEP 3: SCHEDULING YOUR EXAM

After submitting your exam application, you **must** next schedule your exams.

- If your application is accepted, you will receive an email from the exam administrator in two (2) to three (3) weeks with instructions on how to schedule your exam. Exams are given at several different locations in the State.
- The written exam consists of multiple-choice questions that assess your knowledge of the NYC Constructions Codes, rules and applicable regulations. You will **not** be allowed to use reference materials during the exam.
- Passing score is seventy (70) percent, if you pass the written exam you will receive your report (printed by the site proctor) at the exam site at the time of testing, and a practical exam will be scheduled.
- If you pass the practical exam, you will receive a letter via US Mail by CPS approximately three (3) to four (4) weeks after the date the candidate takes the practical exam.

## STEP 4: BACKGROUND INVESTIGATION

To become a Master Plumber, you **must** also pass a background investigation by submitting the documents listed below as **scanned PDFs** via the [DOB NOW Portal](#). Please note, **pictures of documents will not be accepted**, documents must be scanned PDFs. Applicants that do not currently have an eFiling account will need to create an account by completing the [registration form](#).

Please see the [New License Application User Guide](#) for step-by-step directions.

You **must** upload scans of the following documents:

- [LIC2](#) Application
- Examination Score Report Form
- [LIC34](#), if applicable (only needed if you checked yes to anything in Section 9 of the LIC2)

- **LIC51** Application  
*NOTE: Applicants may fill out the **LIC51** Voluntary Authorization for Service of Process by Email if they would like to receive Notices of Violation (NOV)/Summonses via email.*
- **LIC62: Physical Exam Form**, must be completed within 90 days prior to application date
- **Supplemental Investigation Questionnaire**
- Notarized **Background Investigation Questionnaire**
- **Experience Verification Forms** from all supervisors for the years you are claiming as experience  
*NOTE: The Experience Verification Forms from company Human Resources will not be accepted.*
- Certified Social Security History of Earnings for the years you are claiming as experience – this is **NOT** the Social Security Statement.  
*NOTE: There is a fee charged by the Social Security Administration for this service. You **must** request the report to be run by 'company name'. You may request the information by mail or in-person (ordinarily you can receive this instantly in person). Visit <http://www.ssa.gov/online/ssa-7050.html> for more information*
- Photo ID (driver's license, learner's permit, State ID, green card, or passport)
- Original Social Security Card
- Original birth certificate, current passport or green card
- Proof of residence (utility bill, lease or deed) or a typed notarized letter and bill from the person you are residing with  
*NOTE: Cell phone bills will not be accepted*
- Latest pay stub or W-2
- **Child Support Certification Form**
- Background Investigation Fee – \$500.00 payable within the **DOB NOW Portal**  
For questions pertaining to your background investigation or to find out the status, please send inquiries to **lbackgrounds@buildings.nyc.gov**
- License Issuance Fee – \$200.00 payable within the **DOB NOW Portal**
- Plate Fee – \$75.00 payable within the **DOB NOW Portal**
- Seal Fee – \$50.00 payable within the **DOB NOW Portal**
- Applicants have **one (1)** year to complete the submission of all documentation.

## STEP 5: OBTAINING YOUR LICENSE CARD

Once you have passed the exams and background investigation, you need to apply for your Master Plumber license. The Master Plumber and Master Fire Suppression Piping Contractor License Board investigates the character and fitness of all applicants for Master Plumber license.

- If you pass both exams and the background investigation, you will be able to schedule an appointment within the **DOB NOW Portal** to take picture and receive the Master Plumber license card.
- If you are approved for the license you are required to be an officer/partner/sole proprietor of a business/company, and the business must have an office in New York City that complies with all Zoning Code regulations (i.e. within a commercial zone).

- Original applicants will be required to submit the following business documentation:
  - Applicants whose business affiliation is a CORPORATION **must** provide the following
    - Copy of the Certificate of Incorporation, certified by the State
    - Copy of Filing Receipt 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 Articles of Agreement/By Laws. If none, an Affidavit on Corporation Stationery stating there are none, **must** be submitted
    - Applicants **must** own 51% interest in the corporation unless there are other Master Plumbers with interest in the corporation, and the total controlling interest between all Licensees equal 51%
    - Stock certificates for all issued shares
    - The 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, and insurance certificates for General Liability, Worker's Compensation, and Disability
  - Applicants whose business is a LIMITED LIABILITY COMPANY (LLC) **must** provide
    - Copy of filing receipt or Certificate of Good Standing
    - Copy of Article 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).
    - Affidavit with corporate name showing officers of company stating their names, titles, address, and license number, if any. The Affidavit **must** contain a paragraph stating the President of the company will notify the Department within ten (10) days of any changes in the Officers whether they are licensed or unlicensed.
  - Original Applicants whose Business is a PARTNERSHIP **must** supply
    - Copy of Partnership Agreement listing all Present Officers.
    - Letter on Business Stationery stating names and address of all partners and license number, if any. The letter **must** contain a paragraph stating the licensed partner will notify the Department of Building of any changes of partners whether they are licensed or unlicensed.
    - 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.
    - Insurance Certificate for General Liability, Worker's Compensation, and Disability.
  - Original Applicants applying as an INDIVIDUAL (Sole-Proprietorship) **must** supply
    - An affidavit stating you will be operating as a sole proprietorship and acknowledging you are personally liable for all violations and fines issued for the licensed work you perform.
    - Additionally, if operating under a trade name, a copy of the 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.
    - Insurance Certificate for General Liability, Worker's Compensation, and Disability
- You have one (1) year from the date of notification to begin submitting the required documents for your license. If you do not complete the process within one (1) year of the date of notification, you will be required to retake the exams.