



Plumber/Fire Suppression Piping Contractor Certificate Renewal

To renew your Plumbing/Fire Suppression Piping Contracting Certificate, you must mail in the following to:

Licensing Unit
NYC Department of Buildings
280 Broadway, 6th Floor
New York, NY 10007

- Original, Typewritten [LIC2](#) License Application
- Completed, Typewritten [LIC34](#) Licensing Supplemental Affidavit (if applicable)
- Original 7-Hour Continuing Education Course Certificate of Completion
- [Child Support Verification form](#)
- Current Certificate Card, Which Must Be Mailed in As Part Of Your Renewal Package For You To Receive Your New Certificate Card
- Payment Fee:
 - License: \$150
 - Late Fee (Between 1-30 Days): \$50
 - Late Fee (31 Days or Greater): \$100

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

****After five (5) years of being a certificate holder you must submit an affidavit from your employer or a letter from the union 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.***