License Renewal: Master Plumber

Step 1: Renewal Application Submission

Master Plumbers must submit their renewal application via the eFiling portal located at www.nyc.gov/dobefiling.

Step 2: Upload Supporting Documentation

To complete the renewal process, Master Plumbers must submit the following documents in PDF format via the online portal:

- **Supporting documents include**
  - Original, typewritten LIC2 License Application
    - If you have more than one business you must submit two (2) LIC2 applications with the Primary and Secondary business information reversed on each application
    - Partners/Officers correspond with the Primary business on each 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)
  - LIC51 application
    - NOTE: Renewal applicants may also 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
  - Original 7-Hour Continuing Education Course Certificate of Completion
  - Updated **Insurance Certificates** (General Liability, Workers’ Compensation & Disability)
  - Child Support Certification Form
  - Current Department-issued license card.

- **Renewal Fees**
  - $150.00 – License
  - $100.00 – Plate
  - $75.00 – Seal
  - **Total renewal fee = $325.00**

- **Late Fees**
  - $375.00 (this includes $325.00 renewal fee and $50.00 late fee) – Between 1-30 days, paid at the time of renewal via the online portal
  - $425.00 (this includes $325.00 renewal fee and $100.00 late fee) – Greater than 31 days up until 1 year, 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: If you received an Intent not to Renew letter, you must submit the required documentation stated in the letter PRIOR to renewal, and you must be cleared to renew before coming to the Licensing Unit to begin the renewal process.