

Step 1: Renewal Application Submission

Master Plumbers must submit their renewal applications online. Master Plumbers 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, Master Riggers 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
 - 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), if applicable

- [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.*