Certificate Renewal: Plumber/Fire Suppression Piping Contractor

STEP 1: SUBMIT APPLICATION & SUPPORTING DOCUMENTS

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

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

☐ Original, Typewritten LIC2: License Application
  - Recent utility bill (electric, gas, water), bank statement, lease or deed with the Licensee’s name and address if the home address has changed

☐ Completed, Typewritten LIC34: Licensing Supplemental Affidavit (if applicable)

☐ Original 7-Hour Continuing Education Course Certificate of Completion

☐ Child Support Verification form

☐ Current certificate card, must be mailed in as part of your renewal package for you to receive your new certificate card

STEP 2: PAY RENEWAL FEES

Fee payment
$150.00 – License
$50.00 – Late Fee (Between 1-30 Days)
$100.00 – Late Fee (31 Days or Greater)

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 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.