



Changes to Master Plumber/Master Fire Suppression Piping Contractor License

BUSINESS CHANGE

When making a change to your business, you must submit the following in person:

- Completed [LIC2](#) application
- [LIC34](#), if applicable
- If you are a Master Plumber and Master Fire Suppression Piping Contractor, you will need a completed [LIC2](#) application for each license
- One (1) 2x2 passport sized photo for each application (when applicable)
- Department of Buildings Issued License Card(s)
- A copy of the original filing receipt certified by the State (for Corporations/LLCs)
- A certified copy of the filing receipt with the amended business name
- If a business is being removed, a request to remove the company and a search for fines and violations issued to the company must be made to the Licensing & Exams Unit. The request can be made by email at batchrequest@buildings.nyc.gov.

NOTE: This process must be completed and approved before a company can be removed.

- A notarized affidavit stating the disposition of the company. It must be clearly stated if the company will remain **open**, or if it is **closing**. If the company is dissolving, then a notarized affidavit must be submitted stating this from either an accountant or attorney. If the company will remain in business, the President of the company must state that you will no longer perform plumbing or fire suppression work for this company, and/or if the company will continue to remain in the plumbing or fire suppression business. Signed over stock certificates may be required if the company is still remaining in business.
- [Insurance Certificates](#) in the new business name
- See the 'Business Information' section for more information about what documents to submit for if your business affiliation is a Corporation, Limited Liability Corporation, Partnership or individual);
- \$50.00 re-issuance fee
- Replacement plate fee \$100.00

SHELVING OR RETIRING

If you are shelving or retiring your Master Plumber or Master Fire Suppression Piping Contractor license you must follow the below steps:

1. **Request a List of Open Permits**

Submit a letter requesting a report listing all open permits and or PRA/ARA. The letter must include:

- Company letterhead
- Licensee number
- Licensee signature
- Contact telephone number

Submit requests to

Mail: NYC Department of Buildings
 Attn: LMP/FS Batch Request
 280 Broadway, 6th Floor
 New York, NY 10007

Email: BatchRequest@buildings.nyc.gov

The report costs .25 cents per page. You will be notified by the Licensing Unit when your report is ready for pickup. If you have any outstanding fines, penalties or fees, you must clear them prior to changing/dropping a company.

2. Close or Transfer Open Jobs

If you have open jobs, you must transfer the jobs to another licensee or close them.

Another Licensee Will Take Over

If another licensee will take responsibility for signing off the jobs, you must provide:

- Licensee name
- License number
- Company name
- Statement that the licensee will assume responsibility for all open jobs or particular listed jobs. All jobs **must** be accounted for.
- A notarized letter (affidavit) from the named licensee assuming responsibility for those designated open jobs.

No Licensee to Take Over

If there is no licensee taking over, all open jobs must be closed. Once your report comes back with no open jobs, you will be allowed to shelve/retire/surrender the license.

No Open Permits

If there are no open permits, no affidavit is needed.

3. Indicate Reason for Shelving, Retiring or Surrendering

Indicate one of the following reasons for changing companies, shelving, retiring or surrendering and submit the required documentation:

- Business Has Dissolved
 Submit a copy of the Certificate of Dissolution from the NY Department of State/Secretary of State/Division of Corporations for a corporation or from the County Clerk for a company.
- Business Will Dissolve

Submit a notarized letter (affidavit) from an accountant or a letter from your attorney stating that the business is in the process of being dissolved and a copy of the final dissolution certificate will be sent to the Licensing Unit when the process is complete.

c. No Longer Performing Plumbing/Fire Suppression Work in NYC

Submit a notarized letter (affidavit) on company letterhead stating that the business is no longer doing plumbing and/or fire suppression work in New York City

d. Business Being Sold

Sign back the stock certificates to the company and provide copies of the voided or canceled certificates (front and back) to the Licensing Unit. Submit a copy of the bill of sale. The business can only continue doing plumbing/fire suppression work if there is a licensed contractor in that business (see 3c.)

4. Return License Card, Plate and Seal

Return the plate, seal, and current license card and the following:

- Typed [LIC2](#) application with no business
- One (1) 2x2 passport sized photo
- Continued education certificates if you are also renewing your license
- A notarized letter (affidavit) documenting your desire to no longer hold a Plumbing/Fire Suppression License in New York City

CHANGES TO PARTNERS OR OFFICERS

In order to change the partner or officer information associated with your Master Plumber or Master Fire Suppression Piping Contracting license you **must** submit:

- Completed [LIC2](#) application
- One (1) 2x2 passport sized photo
- Updated minutes reflecting the election of new officers
- New stock certificates and cancelled/voided stock certificates

CHANGING FROM A CERTIFICATE ONLY TO A FULL LICENSE

In order to change from a certificate only registration to a full license you **must** submit the following:

- Completed [LIC2](#) application
- One (1) 2x2 passport size photograph
- Valid photo ID (driver's license, learner's permit, State ID, passport or green card)
- Insurances in the Company with the business address
- See the 'Business Information' section for more information about what documents to submit for if your business affiliation is a Corporation, Limited Liability Corporation, Partnership or individual.

- Original telephone bill with business name, telephone number and address.

NOTE: Cellular phone and VOIP statements are not accepted without a utility bill including the company's name and address

- Fees: Seal \$50.00 + Original Plate \$75.00

BUSINESS ADDRESS CHANGE

When making a business address change, you **must** first submit a [LIC33](#) application (address must be approved before moving to new location) to the Department. Once the Department approves the address, you must submit the following in person to the Department:

- [LIC2](#) application (and [LIC34](#) if applicable)
- One (1) 2x2 passport sized photo
- [Insurance Certificates](#) with new address
- Original telephone bill with business name, telephone number, and address

NOTE: Cellular phone and VOIP statements are not accepted without a utility bill including the company's name and address

- \$50.00 re-issuance fee

BUSINESS TELEPHONE NUMBER CHANGE

When making a business telephone number change, you must submit the following documents in person to the Department:

- Completed [LIC2](#) application (and [LIC34](#) if applicable)
- One (1) 2x2 passport size photograph
- Notarized letter requesting the change
- Original telephone bill with business name, telephone number and address.

NOTE: Cellular phone and VOIP statements are not accepted without a utility bill including the company's name and address

ADDING AN ADDITIONAL BUSINESS TO YOUR LICENSE

When adding an additional business to your license, you must submit the following documents in person to the Department: (*NOTE: both businesses must be at the same address*)

- Two completed [LIC2](#) applications (and [LIC34](#) if applicable), One (1) application for each company indicating the separate business in the 'Primary' and 'Secondary' business information sections. 'Primary' and 'Secondary' business information should be reversed on each application with the 'Partner or Officer' information corresponding to the 'Primary' business

- One (1) 2x2 passport sized photograph
- See the Business Information section for more information about what documents to submit for if your business affiliation is a Corporation, Limited Liability Corporation, Partnership or individual
- [Insurance Certificates](#) with new address
- Original telephone bill with business name, telephone number and address.
NOTE: Cellular phone and VOIP statements are not accepted without a utility bill including the company's name and address
- Department of Buildings Issued License Card
- \$50.00 re-issuance fee
- \$100.00 replacement plate fee

BUSINESS INFORMATION SECTION

To add a business to your license you **must** submit the proper documentation that corresponds to the type of business you are affiliated with. Listed below are the required documents.

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 or Certificate of Good Standing, 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 Bylaws or Operating Agreement. If there are none, a notarized affidavit on corporation stationery stating there are none, **must** be submitted.
- Copies of original issued shares (licensee **must** own at least 51% controlling interest, unless there is more than one licensee; in that case the applicant **must** own a percentage of the 51% controlling interest)
- A notarized affidavit for un-issued shares of stock **must** be submitted on corporation stationery if all shares in the corporation have not been issued
- 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.

Applicants whose business is a LIMITED LIABILITY CORPORATION (LLC) **must** provide:

- Copy of filing receipt or Certificate of Good Standing, certified by the State.
- Copy of Articles of Organization, certified by the State.
- Copy of Operating Agreement (if none, an affidavit on corporation stationery stating such)
- Copy of the minutes stating the elected officers, including time, date, and location of meeting (applicant **must** be an officer).

Applicants whose business is a PARTNERSHIP **must** supply:

- Copy of Partnership Agreement listing all present officers; Certificate of Partnership stating all present officers and their percentage of ownership.
- 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.

Original applicants applying as an INDIVIDUAL with a business name (Sole-Proprietor) **must** supply:

- Copy of 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.

REPLACEMENT PLATE OR SEAL

In order to replace your Master Plumber, or Master Fire Suppression Piping Contractor seal you **must** submit in person:

- [LIC2](#) application
- (1) 2x2 passport sized photo
- If the plate/seal is lost or stolen then you **must** submit a police report stating this
- If the plate/seal is damaged or defective you will need to return the original seal to the Licensing & Exams Unit*
- Replacement plate - \$100.00
- Replacement seal - \$75.00

**You will be given a temporary seal letter to use until the new seal is ready to be picked up. The original plate will be submitted when picking up the new plate.*

SUBMITTING DOCUMENTS

All documentation must be submitted in person by the licensee to:

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

Office Hours: 9:00am – 12:45pm, Monday through Friday