

MASTER PLUMBERS LICENSE FACT SHEET

I. REQUIREMENTS FOR SUBMITTING AN APPLICATION:

1. Completed Application for license.
2. FELLOW PLUMBER OR EMPLOYER'S AFFIDAVIT FOR PLUMBERS LICENSE must be filled out by a certified licensed plumber (Preferably from the Town of Babylon.)
3. If your business is a corporation or partnership, submit a notarized letter stating what percentage of the company you own.
4. W-2 forms showing five (5) years experience.
5. Two (2) pictures 1 ½" by 1 ½" (No glasses)
6. \$25.00 **certified check, cashier's check, or money order** made payable to the Babylon Town Clerk.
7. Two (2) proofs of residency and two (2) proofs of business address must be submitted with application. (i.e., tax bill, utility bill, bank statement)
8. Three (3) personal character reference letters. Please make sure letters include full name and address, telephone number, e-mail address, and signature must be notarized.
9. If you are applying for a Reciprocal License you must also provide:
 - a. Certificate of Competency from the town in which you reside or have your business.
 - b. A current Letter of Good Standing from the town in which you reside or have your business. (Dated within one month)

You may also submit at this time, any programs, certificates, schooling, etc. that you feel would be helpful to the Plumbing Board when considering your application.

When the application is completed, submit by mail or in person to the Town of Babylon at 200 East Sunrise Highway, Lindenhurst, NY 11757 to the attention of the Town Clerk's Department.

II. PLUMBERS EXAMING BOARD – REVIEW AND TESTING:

After your application is submitted, you will be scheduled to meet with the Plumbers Examining Board where your application will be reviewed. You will be scheduled for written and practical tests. If you are requesting a license under reciprocal agreements and the Board approves, no testing will be required.

III. ADDITIONAL DOCUMENTS REQUIRED:

- When you have passed all tests, or have been approved for reciprocity, you will be required to provide:
1. Certificate of Liability Insurance coverage: Certificate must include your own name, the business name and Town of Babylon listed as Additional Insured. **Must be on an Acord-25 form.**
 2. Workmen's Compensation Coverage or Waiver from Workmen's Compensation.
Must be on either State Fund Form or C-105.2.
 3. Certified Check, Cashier's Check or Money Order for an additional fee of \$150.00 \$200.00 or \$250.00.

If you have any questions, please call Barbara at 631- 957-4286