



DEPARTMENT OF ENGINEERING SERVICES

Requirements & Instructions for a Plumbing License

Qualifications

The Plumbing Advisory Board shall determine an applicant's qualifications for a Master or Limited License based on the following criteria:

- A. Applicants shall be a minimum of 21 years of age and shall apply in writing to the Huntington Plumbing Licensing Board on application forms supplied by the Department of Engineering Services together with payment of the requisite application fee.
- B. Work Experience. Every applicant shall have at least seven (7) years of continuous work experience in the installation, repair and/or maintenance of plumbing systems or equipment; or have completed a plumbing union apprenticeship program, or an approved course of study at a certified technical school, or any combination thereof.
- C. Written examination. Upon the Board's approval of an applicant's work experience, the applicant shall sit for a written examination where the minimum passing score is 70%. Applicants that fail the written exam may schedule a second exam at no additional cost. Failure to obtain a passing grade on the second exam shall require an applicant to remit the requisite fee before the exam may be retaken. Failure to obtain a passing grade on the third exam shall void the application.
- D. Practical examination. Applicants seeking to obtain a Master Plumbing License must successfully complete a practical examination and demonstrate sufficient knowledge and technical ability to perform and supervise the installation, alteration, modification, or repair of plumbing and heating systems.
- E. Failure to receive a license shall not prevent the applicant from filing a new application at any time.

License application and fees

- A. Applications for initial and renewal licenses shall be made in person and shall include the following:
 - (1) A completed and signed application on a form provided by the Department of Engineering Services. The applicant shall disclose the D/B/A he or she proposes to use on the application; and



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- (2) Insurance certificates evidencing the existence of general liability coverage in the minimum amount of \$1,000,000 for any one accident and \$500,000 for any one person, and for damage to property a minimum coverage of \$250,000; and
 - (3) Such other and further documentation as deemed necessary by the Plumbing Advisory Board or the Director of Engineering Services.
- B. Fees. The following fees are established for processing the application and issuance of a Limited License or Master Plumber License:
- (1) Initial application fee. A non-refundable application fee of \$95.00 shall be remitted for each license type applied for prior to an applicant taking the respective examinations.
 - (2) License fee. Upon successful completion of the requisite examination(s) the applicant shall remit a license fee of \$150.00 prior to the issuance of a Limited or Master Plumber License.
 - (3) Re-examination fee. If an applicant fails the written examination twice a non-refundable \$50.00 re-examination fee shall be payable before the test may be taken for a third time.
 - (4) Renewals. An individual who possesses a single or multiple Limited License(s), or a Master Plumber License may renew the license(s) upon timely application for the renewal of such license(s) and payment of a non-refundable license renewal fee of \$150.00 prior to the expiration of the license(s) sought to be renewed. Within 90 days after the expiration of the current license, renewals may be permitted upon the payment of the license renewal fee and an additional penalty of \$75.00 without written reexamination. Applicants who fail to renew their licenses within such 90 day period shall be required to apply for a new license with the Plumbing Advisory Board and pay all requisite fees.

Issuance of license and photo ID card

- A. Licenses shall be issued to those meeting the requirements of this chapter. A photo ID card identifying the licensee's name, type of license, license number, and the date the license expires shall be issued by the Town to all licensees. Photo ID cards shall be available at all times during the performance of work, and shall be produced upon request of the code enforcement official or customer. Any licensee who fails to produce the ID card upon request shall be in violation of this chapter.



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- B. Term of license. Initial and renewal licenses issued for limited activities or for master plumbers are valid for a period of three (3) years from the date of issuance.

Reciprocal Agreements for Master Plumber Licenses

The Town Board may, from time to time, determine that another municipality maintains a standard for licensing master plumbers equivalent to that maintained in the Town of Huntington, and authorize the execution of a written Reciprocal Agreement with the other municipality waiving, upon the presentation of proper documentation, the written and practical examination of licensed master plumbers seeking a Reciprocal Master Plumber License in the Town of Huntington pursuant to the Agreement.

- A. The license fee established in this Chapter in the amount of \$150.00 shall be paid by those requesting a Reciprocal Master Plumber License before such licenses will be issued.

- B. Application requirements.

- a. An applicant filing under this section shall furnish a copy of his Master Plumber License establishing that he has been certified as competent and duly licensed for at least one year by the licensing municipality; and
- b. A Letter of Good Standing issued by the licensing municipality evidencing that the license is current and valid, and has not been suspended, modified or revoked.

- C. Issuance of reciprocal license.

- a. An applicant who qualifies under this section shall be issued a Master Plumber License only. No certificate of competency shall be issued to any applicant unless the applicant has been examined and recommended for approval by the Plumbing Advisory Board of the Town of Huntington.
- b. Such Reciprocal Master Plumber License shall be valid for a period of three (3) years, subject to payment of licensing and renewal fees, and only during that period of time in which the issuing municipality and the Town of Huntington maintain their Reciprocal Agreement. Suspension or termination of said Agreement shall require a licensee under this section to return their license to the Plumbing Advisory Board within 10 days of receipt of notification by the Town. Failure to do so shall constitute a violation of this Chapter.