



DEPARTMENT OF BUILDINGS & REGULATORY COMPLIANCE

200 HENRY JOHNSON BLVD.—SUITE 1 | ALBANY, NY 12210
518.434-5995 | FAX 518.434.6015 | EMAIL: CODES@ALBANYNY.GOV

CLASS B PLUMBING LICENSE APPLICATION

This form is for individuals seeking a Class B plumbing license and must be accompanied by an application for a permit to do the work for which the Class B license will be issued. The requirements to be considered for a Class B plumbing license are set out on the reverse of this form. This application must be submitted in person so that Department staff may confirm the identity of the applicant. The fee for this application is \$400.

APPLICANT INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

JOB SITE ADDRESS FOR WHICH LICENSE IS SOUGHT: \_\_\_\_\_

MUNICIPALITY WHERE APPLICANT IS LICENSED: \_\_\_\_\_ LICENSE NO.: \_\_\_\_\_

HOW WOULD YOU LIKE TO RECEIVE YOUR LICENSE (PLEASE CHOOSE ONE): A.) PICK UP [ ] OR B.) BY MAIL [ ]
IF YOU WOULD LIKE TO RECEIVE YOUR LICENSE BY MAIL, PLEASE INCLUDE A STAMPED SELF-ADDRESSED ENVELOPE.

ADDITIONAL DOCUMENTATION

IN ORDER TO PROCESS THIS APPLICATION, WE NEED 1) A COPY OF YOUR LICENSE, 2) A COPY OF YOUR INSURANCE, AND 3) A COPY OF YOUR GOVERNMENT ISSUED ID (DRIVER'S LICENSE, PASSPORT, ETC.).

AFFIDAVIT

THIS APPLICATION HAS BEEN FILLED OUT BY ME AND THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE. IF I AM GRANTED A CLASS B LICENSE, I AGREE TO FULLY COMPLY WITH ALL APPLICABLE LAWS, CODES, AND ORDINANCES, INCLUDING AND ESPECIALLY THOSE OF THE CITY OF ALBANY.

SIGNATURE

STATE OF NEW YORK :

COUNTY OF ALBANY :

ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_, BEFORE ME CAME \_\_\_\_\_, TO ME KNOWN TO BE THE PERSON DESCRIBED IN AND TO HAVE EXECUTED THE FOREGOING INSTRUMENT.

NOTARY PUBLIC OR COMMISSIONER OF DEEDS

STAFF USE ONLY

PERMIT No.: \_\_\_\_\_ APP. FEE: \_\_\_\_\_ REC'D BY: \_\_\_\_\_
DATE REC'D: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_ ASSIGNED TO: \_\_\_\_\_ SCANNED BY: \_\_\_\_\_

## Qualifications for a Class B Plumbing License

*In order to be considered for a class B plumbing application an applicant must meet, at a minimum, the following requirements as set forth by the City of Albany Examining Board of Plumbers.*

1. Five (5) years of experience performing work under the supervision of a licensed master plumber; or
2. A Bachelor of Science degree in plumbing engineering from an accredited four-year college or university program and at least three (3) years of experience performing plumbing work under the supervision of licensed master plumber; or
3. An Associate of Science degree or its equivalent, consisting of a two-year program of study in plumbing engineering from an accredited college or university and at least four (4) years of experience performing plumbing work under the supervision of a licensed master plumber; or
4. A degree from a recognized plumbing trade school or approved apprentice training school, and at least four (4) years of experience performing plumbing work under the supervision of a licensed master plumber.

*Applicants for a class B plumbing license must provide verifiable contact information for the employing master plumber(s) under which the applicant worked. Applicants may provide sworn letters of recommendation from such licensed plumbers.*

### STAFF USE ONLY

A CLASS B LICENSE IS HEREBY GRANTED TO THE ABOVE INDIVIDUAL FOR WORK RELATED TO PERMIT NO. \_\_\_\_\_. THE FOLLOWING ADDITIONAL CONDITIONS APPLY TO THIS APPROVAL:

GRANTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

### Class B License Information

**Duration.** Class B licenses are limited to work on a specific permit and terminate upon completion of the work allowed by that permit. Class B license holders are expected to comply with all applicable laws related to work they are licensed to do.

**Class A Licenses.** Class A plumbing licenses are granted by the Examining Board of Plumbers, not by this Department, on a yearly basis. Applications for Class A licenses are available from our office and we will put you in contact with the Plumber's Board should you wish to pursue a Class A license.

**Inspections.** All projects are subject to a rough and a final inspection and no inspection may occur until all the necessary materials have been submitted to the department. Please request inspections at least 24 hours in advance and no inspection request will be accepted by voice or email without express confirmation from our inspector.

**Stop Work Orders.** If it is determined that work has been done beyond what is allowed in a permit or in violation of any conditions above, the applicant will be subject to a stop work order and concomitant fee of \$300 per violation.

**Worker's Compensation.** As per NY GML § 125, we cannot issue a permit without proof of worker's compensation insurance. From contractors, we will need one of the following: 1) WCB form C-105.2 or U-26.3, 2) WCB form SI-12 or GSI -105.2, 3) WCB form CE-200, and/or 4) WCB form DB 120.1 or 120.2.

**Insurance.** For work being done in the City, either the owner of the contractor is required to have a liability policy naming the City of Albany as insured or co-insured covering the work described in the permit application. This liability policy must be, at minimum, in the following amounts:

- a) \$100,000.00 – Personal Injury – single incident
- b) \$300,000.00 – Personal Injury – cumulative
- c) \$50,000.00 – Property Damage

**Proof of Insurance.** Before we may issue an electrical permit, we must have proof of insurance. **A contractor may file** an Owner's and Contractor's Protective Liability Policy, naming the City of Albany as an additional insured, for the individual job, in the required amounts; or the contractor may file a blanket policy with the City, covering all work to be undertaken within the period of the policy.