



# Town of North Hempstead

## Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

[www.northhempsteadny.gov](http://www.northhempsteadny.gov)

### Master Plumber License Requirements

Upon initial review of your application you will receive a **Master Plumber Notarization Form**. This form requires your signature and must be notarized and returned to us prior to the issuance of your license. You will also receive **two (2) Master Plumber Voucher Certificates**. These certificates must be completed by a master plumber who you have worked for and/or who can attest to your qualifications as a plumber. The vouchers must be signed and notarized and returned to us prior to the issuance of your license.

The application fee for a Master Plumber License is **\$50.00**. This fee is non-refundable and is **due upon submission of your application**. An additional fee of **\$100.00** is due upon approval. This fee is non-refundable and is **due upon submission of your application**. The initial License is valid until December 31st of the year that the license is first formally issued and renewable every **3 years**. The fee for license renewal is **\$150.00**. We accept all major credit cards and E-Checks. Credit card payments incur a service/convenience fee of 2.95%. Payments by E-check incur a fee of \$1.75 per transaction. The Town of North Hempstead does not profit from this fee.

Below is the list of documents required to be submitted with your License application. If you have any questions, please contact the Licensing Coordinator, [Kristen Trinidad](#).

<input checked="" type="checkbox"/>	<b>Photo</b> - Recent passport-sized high-quality photo of yourself.
<input checked="" type="checkbox"/>	<b>W-2s</b> - Submit W-2's indicating seven (7) years of experience as a journeyman plumber working for a licensed plumber. The Town of North Hempstead requires seven full years of Journeyman work experience for the application.