



Town of North Hempstead

Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

www.northhempsteadny.gov

Reciprocal Plumbing License Requirements

Please be advised that as per the Town of North Hempstead Code, [§2-35 J.1](#) and [§2-35 J.2](#) (also reprinted below), reciprocal plumbing license applicants must meet the listed requirements both at the time of initial application and at the time of renewal application filing. Failure to meet the requirements will result in a denial of your reciprocal application.

*Reciprocal License holders/applicants not meeting the requirements may file an application for a plumbing license (non-reciprocal) with the Town of North Hempstead.

*Please note: These regulations also apply to those Tri-Town plumbing license holders/applicants.

J. Examination will be required for each applicant, with the exception of the following:
[Amended 8-26-1969]

(1) Where the applicant, at the time of making the application, maintains a principal place of business within the County of Nassau and has been duly licensed as a master plumber by a municipality within the County of Nassau with whom the Town of North Hempstead has entered into a reciprocity agreement. Such applicant shall, however, file with the Board the required application, together with a certificate of competency and a certified copy of a currently valid master plumber's license. Upon approval of the application such applicant shall be considered a duly licensed master plumber within the Town of North Hempstead.

(2) Where the applicant is at the time of making the application a duly licensed master or employing plumber in any other municipality in the State of New York, and shall submit a certified copy of a certificate of competency issued by the Examining Board of Plumbers in such municipality, and if he shall maintain his principal place of business in such municipality, examination will be waived, provided that such municipality has signified, in writing, its willingness to reciprocate in like manner with the Examining Board of Plumbers of the Town of North Hempstead. The fee, however, in such cases shall be the same as for those requiring examination by the Examining Board of Plumbers. Such applicant shall receive a license only. No certificate of competency shall be issued to any applicant unless he has been examined by the Examining Board of Plumbers of the Town of North Hempstead...

Upon initial review of your application you will receive a **Reciprocal Plumber Notarization Form**. This form requires your signature and must be notarized and returned to us prior to the issuance of your license.

The application fee for a Reciprocal Plumber License is **\$125.00**. 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**. Bumper stickers are **\$10.00** for each vehicle. 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.



Town of North Hempstead

Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

www.northhempsteadny.gov

Reciprocal Plumbing License Requirements

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"/>	Vehicle Registration - Submit a copy of your vehicle registration for each vehicle requiring a bumper sticker.
<input checked="" type="checkbox"/>	Copy of current Valid Current License – Submit a copy of your current valid license obtained from the township where you received your Certificate of Competency.
<input checked="" type="checkbox"/>	Certificate of Competency – Submit a copy of Certificate of Competency obtained from the township where you are licensed.
<input checked="" type="checkbox"/>	Copy of current Valid Current License – Submit a copy of your current valid license obtained from the township where you received your Certificate of Competency.
<input checked="" type="checkbox"/>	Letter of Good Standing - Obtained from township where you received Certificate of Competency.
<input checked="" type="checkbox"/>	<p>Insurances</p> <p>a) General Liability Insurance Certificate with coverage of \$100,000/\$300,000 Bodily/Personal Injury and not less than \$25,000 Property Damage. Certificate must also contain licensee’s name. The insurance must remain in full force and effect throughout the license period. All insurance certificates must name the Town of North Hempstead as CERTIFICATE HOLDER & must contain a fifteen (15) day CANCELLATION CLAUSE. All certificates must cover the initial year.</p> <p>b) Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 57 (2) evidencing proof of workers' compensation insurance certificate or proof of the contractor not being required to secure same (A NYS CE-200 form must be submitted as such proof); and</p> <p>c) Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 220 evidencing proof of disability benefits insurance certificate or proof of contractor not being required to secure same (A NYS CE-200 form must be submitted as such proof).</p> <p>For further information, please reference our Insurance Requirements.</p>
<input checked="" type="checkbox"/>	County Filing Record - Submit a copy of the County (non-corporation) filing record or New York State (corporation) filing record of your business.