



PLUMBING LICENSE EXAM APPLICATION
City of Rochester Examining Board of Plumbers
30 Church Street
Room 121-B, City Hall
Rochester, New York 14614

Summary of Instructions

To obtain a Plumbing License you must:

1. Complete the City of Rochester exam application (attached) and **submit it with the required examination fee of \$100.00 payable to City of Rochester, Treasurer**, to the Building Permit Office, 30 Church Street, Room 121-B, City Hall, Rochester, New York 14614.
2. Submit proof that you meet the minimum experience requirements. These requirements are described below. Read carefully the instructions for references and documentation found later in this brief.
3. Pass a written examination administered by the Examining Board of Plumbers based on the New York State Fire Prevention and Building Code, Monroe County Pure Waters, and the Code of the City of Rochester.

Questions about when a license is required, qualifications for licensing, examinations, fees, penalties, etc., can be answered by contacting 585-428-9339, online at cityofrochester.gov, by going to the Building Permit Office, Room 121-B, City Hall, or by obtaining the Plumbing Licensing Ordinance Chapter 40.

Minimum Experience Requirements

The Plumbing Licensing Ordinance, Chapter 40, from the Code of the City of Rochester as amended September 21, 1993, requires that each applicant submit proof that they meet at least one of the following requirements or any equivalent combination of experience, as approved by the Examining Board of Plumbers. Applicant must complete the attached application and at least one reference letter from each employer.

- A. Completion of an apprenticeship through a state or federally approved plumbing, heating or air-conditioning apprenticeship program, plus at least two (2) additional years working in the plumbing, heating, or air-conditioning business;
- B. Eight (8) years of experience in one or more of the following occupations, plumbing; steam fitting; plumbing design; heating or air-conditioning; plumbing or heating or air conditioning estimating; or
- C. Possess a current New York State license as a professional engineer or registered architect; or
- D. Ten years experience as a maintenance person working at plumbing, heating, air-conditioning or refrigeration trades; or
- E. Any equivalent combination of training and experience, as approved by the Examining Board of Plumbers.



PLUMBING LICENSE EXAM APPLICATION
City of Rochester Examining Board of Plumbers
30 Church Street, City Hall, Room 121-B
Rochester, New York 14614

(Please Print)

Form with fields: Name (Last, First, Middle), Exam Date, Address, City/State/Zip, Home Phone, Cell Phone, E-Mail

Licensing Information

Form with questions: Do you currently hold a Plumber's License in any other state? Have you ever had a Plumbing license denied, suspended or revoked?

Education

Table with columns: Name, City & State, Year Completed. Rows include High School, College, Correspondence Night School, Business/Trade/Military/Other.

Employment

Form with instructions and fields for listing employers: A, B, C, D. Fields include Employer's Name, Start Date - End Date, Hours Per Week, Address, City/State/Zip, Phone Number.

I hereby certify the above statements and all attachments, made by me, which form this application, are true to the best of my knowledge and belief.

SIGNATURE: _____ DATE: _____



REFERENCE LETTER FOR PLUMBING LICENSE EXAM

City of Rochester Examining Board of Plumbers
30 Church Street, City Hall, Room 121-B
Rochester, New York 14614

(Please Print)

Name of Reference, Contact Number, Address, City/State/Zip

Dear Reader:

The following person has applied to the Examining Board of Plumbers for a Plumber's License for use in the City of Rochester.

NAME OF APPLICANT:

One of the conditions for licensing is that the applicant must submit proof that he/she meets the minimum experience requirements established by the Board.

The Board requests each employer to answer the following questions about the applicant's work experience while he/she was employed by your firm.

1. The above applicant was employed by us as a Plumber from: 1A. (Month/Year) to Hours Per Week
2. During the period of time noted in 1A above, the applicant worked an average of how many hours per week as a
3. In your judgment, is the applicant qualified to do the work covered by the license applied for? ()YES ()NO

It is the applicant's responsibility to furnish these letters of reference. No action will be taken on this application until the required number of reference letters are returned to the Board by the employer.

DATE

Signature of Reference Title

Subscribed and sworn before me on this day of , 20 .

*Notary Public (Please Affix Stamp)

*Please note: This form will not be accepted unless notarized.



REFERENCE LETTER FOR PLUMBING LICENSE EXAM
City of Rochester Examining Board of Plumbers
30 Church Street, City Hall, Room 121-B
Rochester, New York 14614

(Please Print)

Name of Reference Contact Number:
Address: City/State/Zip

Dear Reader:

The following person has applied to the Examining Board of Plumbers for a Plumber's License for use in the City of Rochester.

NAME OF APPLICANT:

One of the conditions for licensing is that the applicant must submit proof that he/she meets the minimum experience requirements established by the Board. For the plumber who gained all or part of his/her experience while working as a plumber, the required proof must consist of a letter of reference from a supervisory-level person (foreman, superintendent, or owner) in each firm which employed the applicant over the required period.

The Board requests each employer to answer the following questions about the applicant's work experience while he/she was employed by your firm. Please put any comments you would like to add on the back of this form and mail to the Examining Board of Plumbers at the above address.

4. The above applicant was employed by us as a Plumber from: 1A. (Month/Year) to
5. During the period of time noted in 1A above, the applicant worked an average of how many hours per week as a
6. In your judgment, is the applicant qualified to do the work covered by the license applied for? ()YES ()NO

It is the applicant's responsibility to furnish these letters of reference. No action will be taken on this application until the required number of reference letters are returned to the Board by the employer.

DATE

Signature of Reference Title

Subscribed and sworn before me on this day of , 20 .

*Notary Public
(Please Affix Stamp)

*Please note: This form will not be accepted unless notarized.