

2017 LICENSE RENEWAL

This is a notice to remind you that a renewal of your Plumbing License for 2017 is due on or before **December 31, 2016**. You may also renew your license throughout the month of **January**, however there will be a **\$50** late fee charged for doing so. **This will be your only notice.** In order to renew your license you must provide proof of coverage for the following insurances on the specified forms:

- Workers' Compensation on forms **U26.3 or C105.2**
- Disability on form **DB120.1**
- Liability insurance is acceptable on an **ACORD** form with minimum coverage as follows:

Master Plumber	\$1,000,000/\$2,000,000
Drain Layer	\$ 150,000/\$ 300,000
- Self-employed Contractors must contact the NYS Workers Comp Board to obtain form **CE-200** to provide at time of renewal

The City of Auburn must be listed as a Certificate Holder on all of the above policies. We are requesting that you bring this completed application and your employee records, i.e. start and finish dates for Apprentice, Journeyman and Master, when applying. This may be a little inconvenient, but it will improve our record keeping and make this information available for proof of time on the job toward advancement.

APPLY IN PERSON ONLY, at the Code Enforcement Office, 24 South Street (basement).

FEES:	Master Plumber	\$ 275.00
	Journeyman Plumber	50.00
	Apprentice Plumber	20.00
	Inactive Master Plumber	25.00**
	Drainlayer	130.00

APPLICATION INFORMATION

(Complete *all* information. Print legibly or type.)

License # _____

License Type _____

Name of License Holder

Home Address

Home Phone

Name of Business

Business Address

Business Phone

**Inactivation fees will not be credited to re-activation of your license. Licensing fees must be paid in the full set amount for each license issued.