



"History's Hometown"

## CITY OF AUBURN

Examining and Supervising Board  
of Plumbers and Plumbing

To: City of Auburn Plumbing License Holders and Drain Layers

From: Tawnya Burns, Administrative Assistant, Code Enforcement

Date: November 14, 2023

Re: 2024 License Renewal

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Attached is a 2024 License Renewal form for your City of Auburn Plumbing or Drain Layer License. To avoid a \$50.00 late fee the renewal is due and must be *received in* the Code Enforcement Office on or before December 31, 2023. Failure to renew by January 31, 2024 will result in revocation of your license.

Also attached please find a Certification of Corporate Ownership form and Certification of Employees form that must be completed and returned to the Code Enforcement Office along with your License Renewal.

There will be additional License Renewal forms, Certification of Corporate Ownership forms and Certification of Employee forms in the Code Enforcement Office and at [www.auburnny.gov](http://www.auburnny.gov) on the Code Enforcement web-page for your convenience.

If you choose to mail in your application please make checks payable to "City of Auburn". Please make sure the forms are filled out completely and correct insurance documents are enclosed. Any missing information will hold up the processing of your license.

Thank you in advance for your time and attention to this matter. Please contact the Code Enforcement Office at 315.255.4111 or [codes@auburnny.gov](mailto:codes@auburnny.gov) if you have any questions.



## **2024 PLUMBING LICENSE RENEWAL**

This is a notice to remind you that renewal of your Plumbing License for 2024 is due on or before ***December 31, 2023***, after which there will be a \$50.00 late fee in addition to the renewal fee. ***If your license is not renewed by January 31, 2024 it will be revoked. 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. ***If you have employees or subcontractors you must have Worker's Compensation and Disability insurances, violation of this requirement will result in immediate license revocation without exception.***

- **Worker's Compensation:** **U-26.3** (State Insurance Fund), **C-105.2** (Private Carrier), **SI-12** (Self-Insured) or **GSI-105.2** (Group Self-Insured)
- **Disability:** **DB-120.1** or **DB-155** (Self Insured)
- **Self-employed or a Partnership**, with ***NO EMPLOYEES OR SUBCONTRACTORS***, Requires a **CE-200** on-line application available at [www.businessexpress.ny.gov](http://www.businessexpress.ny.gov) (Instructions for the CE-200 may be found on the Code Enforcement page of the City web-site).
- **Liability** insurance is acceptable on the **ACORD** form with minimum coverage as follows:

|                |                         |
|----------------|-------------------------|
| Master Plumber | \$1,000,000/\$2,000,000 |
| Drain Layer    | \$ 150,000/\$300,000    |

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. You can renew your license in person, at the Code Enforcement Office located in the basement of City Hall, 24 South St, Auburn, NY on Mondays through Fridays from 8am-4pm.

|              |                    |          |                    |           |
|--------------|--------------------|----------|--------------------|-----------|
| <b>FEES:</b> | Master Plumber     | \$275.00 | Journeyman Plumber | \$50.00   |
|              | Drain Layer        | \$130.00 | Inactive License   | \$25.00** |
|              | Apprentice Plumber | \$20.00  | Late fee           | \$50.00   |
|              |                    |          |                    |           |

### **APPLICANT INFO:** (Print legibly or type. Fill in **ALL** info) **License #** **License Type**

Name of License Holder

E-Mail

Home Address

City

State

Zip

Home phone

Name of Business

Business Address

Business phone

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

## CERTIFICATION OF CORPORATE OWNERSHIP

I, \_\_\_\_\_, hereby certify that I hold the office  
of \_\_\_\_\_ of the corporation \_\_\_\_\_,  
and that I hold and own \_\_\_\_\_ percent of the shares of issued and outstanding capital  
stock of said corporation and that there have been no changes to the corporation since the  
papers were filed with the appropriate County Clerk's Office.

\_\_\_\_\_  
Signature of License Holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of License Holder

\*\*\*\*\*

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

*Corporate Seal*

## CERTIFICATION OF EMPLOYEES

I, \_\_\_\_\_, DBA \_\_\_\_\_

(Name – Please Print or Type)

hereby certify (check one)

☐

that the employees listed below were under my direct employment in the trade of plumbing during 2023

☐

that during 2023 and at present I have no employees in the trade of plumbing.

Date: \_\_\_\_\_  
Signature of License Holder

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Applicant: Complete the following information if applicable. Print legibly or type.

| Name and Address of Employee | Position* | Date(s)<br>Employed<br>During 2023 | Worked in<br>City of<br>Auburn? Y / N | Need card<br>for 2024<br>Y / N |
|------------------------------|-----------|------------------------------------|---------------------------------------|--------------------------------|
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\*M=Master J=Journeyman A=Apprentice

| Name and Address of Employee | Position* | Date(s)<br>Employed<br>During 2023 | Worked in<br>City of<br>Auburn? Y N | Need card<br>for 2024<br>Y / N |
|------------------------------|-----------|------------------------------------|-------------------------------------|--------------------------------|
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\*M=Master J=Journeyman A=Apprentice