



**Town of Islip**  
**Department of Planning and Development**  
**Plumbers' Examining Board**  
655 Main Street, Islip, NY 11751  
Phone (631) 224-5360 • Fax (631) 224-5365

**Plumbers' Examining Board**  
James Lange, Chairman  
Sean Conlon  
Peter Russo  
Joseph Bruno  
Anthony DiFede  
Michael Barone  
James Alcus

Linda Stone, Secretary  
LStone@IslipNY.gov

## Application Requirements for Master Plumber's License

*All required documentation must be submitted to the Secretary to the Plumbers' Board, Linda Stone.*

*Linda can be reached at 631-224-5360, or via email at LStone@Islipny.gov.*

In order to obtain a **Master Plumber's License** in the Town of Islip, the following items are required:

1. \$200.00 Filing Fee (*check or money order payable to Town of Islip*)
2. Completed application (*two pages – attached*)
3. Two Plumber's Reference Forms (*attached*). Both forms must be completed, signed and notarized by a licensed plumber, who has either employed you, or knows you in your work capacity (*not required for reciprocal*).
4. Two recent photographs (*must be 1 ½" x 1 ½" and show entire face*). Please print your name on the back.
5. Three character references in letter form (*not required for reciprocal*)
6. W-2 Forms for the past seven years (*not required for reciprocal*)

A licensed Master Plumber must be a significant stockholder in financial control of the company, and must hold an office within the company. The following items are required to show proof of ownership/financial control of the company:

7. Schedule K1 (*Form 1120 S for S Corps, Form 1065 for Partnerships*)
8. An affidavit – or – notarized letter on company letterhead stating that the Applicant has controlling financial interest in the company.

Once the above items have been received by the Secretary, they will be presented to the Plumbers' Examining Board for review. The Applicant will be notified by mail or phone of the interview date. After the interview, the Applicant will be scheduled for a written, schematic, and practical exam.

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Upon passing all three exams, the Applicant must submit the following insurance certificates & fees:

*All insurance certificates must be insured to the business address under the Applicants name or business name*

**The Town of Islip must be named as Certificate Holder or Entity Requesting Proof of Coverage on all of the insurance forms**

*ACORD forms are not acceptable proof of NYS Workers Compensation or Disability Benefits Insurance Coverage*

1. **Certificate of Liability**
  - a. \$1,000,000.00 for each accident and property damage
  - b. \$1,000,000.00 for each person
  - c. \$1,000,000.00 for each accident providing coverage for liability arising out of plumbing operations conducted in the Town of Islip
  - d. Town of Islip must be listed as additional insured
2. **Certificate of Worker's Compensation**
  - a. Must be submitted on New York State Form C-105.2, NYS GSI-105.2(2/02) or U-26.3
  - b. If self-employed, submit **signed and dated** New York State CE-200 Form
3. **Disability Insurance**
  - a. Must be submitted on New York State Form DB-120.1 or DB-155
  - b. If exempt, submit **signed and dated** New York State CE-200 Form
4. **Fee:** A Master Plumber's License Fee is \$250.00 and is valid for a 3-year period

**Reference Material for Exams:** 2015 International Plumbing Code, 2015 International Fuel and Gas Code, Americans with Disability Act Guidelines for Bathrooms, International Building Code (cutting and notching), Contractors Guide to Business, Law and Project Management (NASCLA)

**Reciprocal Agreements:** The Applicant must maintain either a residence or place of business in the Town in which he/she is certified. The Applicant must also have taken a written exam in the Town in which he/she is certified. No W-2 forms are required for a reciprocal application, however, all other requirements remain the same. For a list of the Townships in which we reciprocate with, please visit our website at [Islipny.gov](http://Islipny.gov).