



**Inc. Village of New Hyde Park**

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Office Use Only

**PLUMBING LICENSE APPLICATION**

**REQUIRED ITEMS TO BE SUBMITTED WITH APPLICATION**

1. THE VILLAGE OF NEW HYDE PARK WILL BE ISSUING NEW LICENSE CARDS, NO LONGER PRINTING LICENSES ON PAPER.
2. NO APPLICATION WILL BE ACCEPTED FOR PROCESSING OR SUBMISSION TO THE VILLAGE PLUMBING INSPECTOR FOR CONSIDERATION UNLESS THE LICENSED PLUMBER HAS SUBMITTED A NOTARIZED SOLDER, LEAD CONTENT AFFIDAVIT.
2. COPY OF ORIGINAL MASTER PLUMBER’S LICENSE.
3. COPY OF CERTIFICATE OF COMPETENCY ISSUED TO THE APPLICANT BY THE TOWN, CITY, OR VILLAGE IN THE COUNTY OF NASSAU IN WHICH HE/SHE WAS EXAMINED FOR A LICENSE.
4. CERTIFICATE OF INSURANCE SHOWING: (MUST BE RESUBMITTED ON ANNUAL BASIS; WITHIN 30 DAYS OF EXPIRATION)
  - a. GENERAL LIABILITY (ACCORD 25 FORM ONLY; VILLAGE LISTED AS CERTIFICATE HOLDER & ADDITIONAL INSURED)
  - b. WORKER’S COMPENSATION (VILLAGE LISTED AS CERTIFICATE HOLDER)
  - c. DISABILITY INSURANCE (VILLAGE LISTED AS CERTIFICATE HOLDER)
5. BOTH APPLICATION AFFIDAVITS MUST BE NOTARIZED.
6. ONE (1) INDIVIDUAL PHOTOGRAPH OF THE APPLICANT TAKEN WITHIN 30 DAYS OF SUBMISSION OF APPLICATION, 1 1/2 X 1 1/2 INCHES IN SIZE & SUCH PICTURE MUST BE A TRUE LIKENESS OF THE APPLICANT AND MUST SHOW ONLY NECK, SHOULDERS AND UNCOVERED HEAD. PICTURES CAN ALSO BE EMAILED TO [BUILDING@VILLAGENHPNY.GOV](mailto:BUILDING@VILLAGENHPNY.GOV) IN ONE OF THE PICTURE FILE FORMATS (\*.JPEG, \*.JPG, \*.TIFF, \*.PNG, \*.GIF, \*.TIF). KINDLY MAKE SURE THE FILE NAME OF PICTURE CONTAINS THE FIRST AND LAST NAME AS THE LICENSEE (ie FIRSTNAME\_LASTNAME.JPG).

**GENERAL INFORMATION REGARDING THIS LICENSE**

FEE **MUST BE** PAID AT TIME APPLICATION IS FILED.

1. ALL FEES ARE NON-REFUNDABLE.
2. ALL BLANKS ON THE APPLICATION ARE TO BE FILLED IN. IF AN ITEM IS “NOT APPLICABLE” NOTE AS N/A. LEAVE NO BLANKS. **\*\*\*PLEASE PRINT\*\*\***
3. ALL APPLICANTS ARE SUBJECT TO PLUMBING INSPECTOR AND/OR VILLAGE BOARD APPROVAL.
4. NO LICENSE OR PERMIT WILL BE ISSUED IF THE APPLICANT, BUSINESS, OR PRINCIPLE OF THE CORPORATION SUBMITTING THE APPLICATION HAS ANY OUTSTANDING UNPAID VIOLATIONS.
5. THE LICENSE ISSUED MUST BE READILY AVAILABLE FOR REVIEW BY ANY VILLAGE DESIGNATED AUTHORITY.
6. ALL LICENSES ARE ISSUED ON A **3 YEAR BASIS** COMMENCING IN 2026 AND EXPIRE ON LAST FRIDAY OF DECEMBER ON THE 3<sup>RD</sup> YEAR (2028), WITH A 30-DAY GRACE PERIOD TO FILE RENEWAL LICENSE APPLICATION; THEREAFTER A \$100 LATE FEE WILL BE ASSESSED ON RENEWALS/NEW ISSUES. APPLICATIONS SUBMITTED DURING THE 3-YEAR CYCLE WILL BE RENEWED ONLY FOR THE REMAINING PORTION OF THAT 3-YEAR PERIOD.
7. ALL NEW WORK, ALTERATIONS AND REPLACEMENTS MUST BE IN COMPLIANCE WITH THE NEW YORK STATE UNIFORM FIRE PREVENTION AND BUILDING CODE WITH REGARD TO WATER SAVING DEVICES AND ALL OTHER REQUIREMENTS SET FORTH WITHIN THE LATEST EDITION ADOPTED OF CODE.
8. ALL INSPECTIONS MUST BE REQUESTED BY PLUMBER OF RECORDS, AND PLUMBER MUST BE PRESENT DURING INSPECTION.

**GENERAL FEES**

ALL NASSAU TRI-TOWN AGREEMENTS/NASSAU COUNTY RECIPROCAL AGREEMENT WITH:

CERTIFICATE OF COMPETENCY FROM A NASSAU COUNTY MUNICIPALITY-PROCESSING FEE	\$ 210.00
ALL RECIPROCAL AGREEMENTS WITH THE TOWNS OF BABYLON, ISLIP AND HUNTINGTON	\$ 450.00
ALL APPLICATIONS FILED AFTER JANUARY 31 <sup>ST</sup> , ADDITIONAL LATE FEE	\$ 100.00

**PLUMBING LICENSE APPLICATION**

ALL QUESTIONS MUST BE ANSWERED, IF NOT APPLICABLE MARK N/A

DATE: \_\_\_\_\_ NEW ISSUE OR RENEWAL: \_\_\_\_\_ VILLAGE LIC. #: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME #: \_\_\_\_\_ CELL #: \_\_\_\_\_

BUSINESS #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS PHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

NAME OF EMPLOYING PLUMBER OR FIRM OR BUSINESS  
NAME IF APPLICABLE: \_\_\_\_\_

NAME OF MUNICIPLITY ISSUING ORIGINAL CERTIFICATE OF  
COMPETENCY/MASTER PLUMBING LICENSE: \_\_\_\_\_

DATE OF ISSUE: \_\_\_\_\_ NUMBER: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

*Signature of applicant attests to agreement with terms and conditions of this application*

**AFFIDAVIT OF PRINCIPAL PLACE OF BUSINESS**

**STATE OF NEW YORK  
COUNTY OF NASSAU SS:**

I, \_\_\_\_\_ BEING DULY SWORN, DEPOSES AND SAYS THAT,  
UNDER PENALTIES OF PERJURY, HE/SHE MAINTAINS HIS/HER PRINCIPAL PLACE OF BUSINESS FOR THE CONDUCT OF THE  
TRADE OF MASTER OR EMPLOYING PLUMBER AT \_\_\_\_\_ ,  
IN THE COUNTY OF \_\_\_\_\_ , STATE OF NEW YORK.

\_\_\_\_\_  
*SIGNATURE*

SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
*NOTARY PUBLIC, NASSAU COUNTY, NEW YORK*

**OFFICE USE ONLY**

Violation File Checked: \_\_ Documentation Required Received: \_\_ Application Rec'd By: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ License #: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Issued by: \_\_\_\_\_

**SOLDER LEAD CONTENT AFFIDAVIT**

**STATE OF  
NEW  
YORK  
COUNTY**

} SS:

\_\_\_\_\_ being duly sworn, deposes and says:  
I am a licensed plumber.

I certify that all installations will be in accordance with the latest edition of the Village of New Hyde Park Zoning Ordinance and the latest edition of the New York State Building Construction Code and that the lead content of solder used for any piping of potable water will not exceed one fifth (0.020%) of one (1) percent.

I submit this affidavit with full knowledge that the Building Department and the Village of New Hyde Park rely upon the truth of the statements and information contained herein.

License Number: \_\_\_\_\_

Plumber's Name: \_\_\_\_\_

Print

Plumber's Address: \_\_\_\_\_

Plumbers Signature: \_\_\_\_\_

Sworn to before me this:

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public, Nassau County, New York