

# **WESTCHESTER COUNTY BOARD OF PLUMBING EXAMINERS**

## **RULES AND REGULATIONS**

**With revisions, amendments and additions up to 03-19-2024**

- 1.** All Board of Plumbing Examiners meetings will follow Robert's Rules of Order.
- 2.** An inactive license certificate will be created for full time plumbing inspectors. Insurance and bonds will not be required for this license. Fees shall be waived for full time inspectors working in any community in Westchester County.
- 3.** Licensed and grandfathered Master Plumbers not wishing to continue their active licenses may renew their certificates of competency annually for up to ten (10) years. The fee for each renewal period shall be fifty dollars (\$50.00). To reinstate the license at any time during this period, the license holder must pay the licensing fee prescribed in §277.506 of the Plumbing Licensing Law and submit all required documents as required by the Board. If a license is inactive for two (2) or more renewal periods, reinstatement will be granted only upon proof of continuous work in the trade during the period of inactivity and approval by the Board of Plumbing Examiners.  
(Amended 3-15-16)
- 4.** A licensee may own more than one corporation, but only one corporation will be permitted per license. Each corporation after the first will be subject to the licensing fees prescribed in §277.506 of the Plumbing Licensing Law. (Amended 03-15-16)
- 5.** The cost of vehicle decals will be \$5 per decal.
- 6.** All plumbers will be required to maintain a \$10,000 license bond.
- 7.** The following insurance standards shall apply:  
General Liability B.I. & P.D. - \$1 million each occurrence  
Workers' Compensation- Statutory  
NYS Disability- Statutory  
Total contract projects of more than \$1 million will require an additional \$2 million limit (total \$3 million) per occurrence for Commercial General Liability.  
All insurance policies must name Westchester County and the municipality where work is being performed as Certificate Holder.
- 8.** Completed renewal applications for all types of Master Plumber licenses and Journey level certifications will be accepted and approved up to and including December 31<sup>st</sup> of the year in which they expire. If applications are received after December 31<sup>st</sup> as defined above, the applicant shall be considered delinquent and subject to late fees. A renewal application received more than one year after the expiration date will not be accepted unless specifically approved by the Westchester County Board of Plumbing Examiners. The Board, at its discretion, may require a delinquent applicant to take and pass an examination prior to being re-licensed or re-certified. Any person applying for a plumbing permit or working in the trade as a Journey-Level person must possess a valid, current license at all times. (Amended 3-15-16)

**9.** Vehicle sign lettering shall be a minimum of two (2) inches per letter. Signs shall be required on both side panels of all vehicles. The sign must include the license holder's number and the company name or d/b/a that is registered with the County of Westchester for the license holder. Magnetic signage will be allowed.

**10.** As prescribed by section 277.506(a) of the plumbing law, application for renewal is to be made sixty (60) days prior to the expiration date of a license or certification. The following late fees shall be in effect for all Countywide and Restricted Master Plumber license renewal and Certificate of Competency (shelving) applications received after October 31<sup>st</sup>.

November 1<sup>st</sup> through December 31<sup>st</sup>: A late fee of \$50.00 will be collected before the license can be renewed or shelved.

January 1<sup>st</sup> through April 30<sup>th</sup>: A late fee of \$100.00 will be collected before the license can be renewed or shelved.

May 1<sup>st</sup> through December 31<sup>st</sup>: A late fee of \$200.00 will be collected before the license can be renewed or shelved.

On January 1<sup>st</sup> of each year after the first, the late fee shall be \$200.00 This fee will be added to the first year's late fees. (Amended 02/20/2024)

**11.** The Director of Consumer Protection and his/her agents shall be authorized to assist in the administration and enforcement of the laws, rules and regulations of this Board.  
(Added 01-21-2020)

**12.** Applicants must submit a completed license application within one year of receiving a passing grade on the examination. Any applicant who does not apply within one year will have to re-take the examination. (Added 02-21-2023)

**13.** This rule shall be applicable to all Countywide Master Plumbers and Restricted Master Plumbers that are seeking to renew or shelve their license for 2026 and every year thereafter. All Countywide Master Plumbers and Restricted Master Plumbers, whether shelved or current, shall be required to complete four (4) hours of Continuing Education annually from an approved provider prior to submitting their application for renewal or shelving. No renewal or shelving application will be accepted unless the Board has been supplied with proof of satisfying the Continuing Education requirements. If the Continuing Education requirements are not satisfied, the license will not be renewed or shelved and the licensee will be subject to any applicable penalties under the laws, rules and regulations of the Board.

The following curriculum must be included in each in-person course:

1. Instruction on the New York State Plumbing Code and the New York State Fuel Gas Code edition currently adopted by the NYS Division of Building Standards and Codes. This is subject to change as the Board feels it is necessary.
2. Workplace safety and OSHA standards.
3. A thirty (30) minute review of the Westchester County Plumbing Law and the Rules & Regulations of the Board of Plumbing Examiners. All Continuing Education providers must provide each attendee with a copy of the Westchester County Plumbing Law and the Rules & Regulations of the Board of Plumbing Examiners.

4. All in-person classroom training classes must be held in Westchester County or at other physical locations previously approved by the Board. Virtual classes will not be allowed.
5. No more than forty (40) students shall be permitted in each class.
6. Courses shall be interactive and encourage participation by all attendees.
7. Course provider shall submit all sign in sheets showing class completion within 48 hours of class commencement to the Westchester County Department of Consumer Protection, Trades Licensing Division.
8. Each sign in sheet shall include, as a minimum requirement, the license number and the first and last name of each attendee.
9. Course provider shall issue a certificate of completion to each attendee which, as a minimum requirement, shall contain the date of the class and the license number and the first and last name of the attendee.
10. Any course provider that is found to not follow the approved syllabus, have proper attendance records or fails to follow any other provision of this rule will be subject to review and/or suspension by the Board of Plumbing Examiners.
11. Additional curriculum requirements may be added by the Westchester County Board of Plumbing Examiners as it deems necessary.

All providers and instructors must be approved by the Board in advance. Any provider using anyone other than previously approved instructors shall be subject to review and/or suspension by the Board of Plumbing Examiners.

Course providers seeking the approval of the Board of Plumbing Examiners shall submit eleven (11) written proposals which include the following:

1. Proposed curriculum appropriate for Westchester County Master Plumbers which includes an affirmation to follow all guidelines set forth in the Plumbing Law and the Rules and Regulations of the Board.
2. A detailed statement of the proposed providers' procedure for confirming the identity and attendance of individuals taking the course. All active license holders will be required to show their current license card and another photo I.D. All shelved license holders shall present two (2) forms of identification. One shall be a photo I.D.
3. All course instructors shall either be a Licensed Master Plumber or a NYS Certified Code Enforcement Official.
4. A detailed statement or resume of the provider's qualifications including, but not limited to, instruction staff names, qualifications, certifications, licenses and other jurisdictions in which the provider and their instructors have been approved to conduct Continuing Education classes.
5. A list of all physical locations that will be utilized to conduct classes.
6. Approved course providers will be notified in writing by the Board. (added 03-19-2024)