

WESTCHESTER COUNTY BOARD OF PLUMBING EXAMINERS

RULES AND REGULATIONS

With revisions, amendments and additions up to 02-21-2023

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 31st of the year in which they expire. If applications are received after December 31st 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. The following late fees will be in effect for not renewing a countywide or restricted master plumber's license, including a certificate of competency.

On January 1, 2013 a late fee of \$50.00 will be collected before the license can be renewed.

On March 1, a late fee of \$100.00 will be collected before the license can be renewed.

On May 1, a late fee of \$200.00 will be collected before the license can be renewed.

On January 1, of each year after the first the late fee will be \$200.00 to be added to the first year's late fees. (Added 10-16-12)

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)