

**CITY OF PORT JERVIS, NEW YORK  
BUILDING DEPARTMENT  
14-20 HAMMOND STREET  
P.O. BOX 1002  
PORT JERVIS, NEW YORK 12771**

**TELEPHONE (845) 858-4080**

**FAX (845) 856-6913**

**INSTRUCTIONS FOR ONE-TIME PLUMBER'S LICENSE**

- 1) **Application fee \$300.00, Non-refundable, check made payable to the City of Port Jervis.**
- 2) **If application for a one-time license is approved by the Examining Board of Plumber's, the fee for the issuance of the one-time license is one percent (1%) of the estimated cost of the work as stated on the building permit application or One Thousand Dollars (\$1000.00), whichever is greater.**
- 3) **Such one-time license shall be valid only for a specific contract or job, at a specific location, and shall expire upon issuance of a certificate of approval for the work covered by the contract of the job.**
- 4) **A building permit is required for all plumbing work. Fee will be calculated on the cost of the project.**

**Submit the following information with your application**

- 1) **Check made payable to the City of Port Jervis in the amount of \$300.00.**
- 2) **Copy of your current plumber's license, issued within the State of New York.**
- 3) **Name, address and telephone number of your licensing bureau/municipality. Note: Must be within New York State.**
- 4) **Copy of current liability insurance and workmen's compensation insurance.**
- 5) **List of employees to work on the job location. If any changes occur an amended list must be submitted to the Building Department immediately.**

**The Examining Board of Plumber's meeting is held the first Wednesday of each month at 6:30 P.M.. Your application will be reviewed at that time. The board is in recess during the months of July and August.**

**APPLICATION FOR ONE-TIME PLUMBER'S LICENSE**

**DATE:** \_\_\_\_\_

<p><b><u>FOR BOARD USE ONLY</u></b> Date application received _____</p> <p>Date fee received _____</p> <p>Application fee _____</p> <p>License No. issued _____</p> <p>Date license issued _____</p>
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<p>Place a 1 ½ x 1 ½ Photograph taken within thirty (30) days of date of application here</p>
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<p><b><u>FOR BOARD USE ONLY</u></b> The Examining Board of Plumber's hereby grants denies the license applied for in this application.</p> <p>_____</p> <p align="center">Date</p>	<p>_____</p> <p align="center">Plumbing Board Chairman</p>
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<p><b><u>FOR INDIVIDUAL APPLICANT</u></b></p> <p><b><u>NAME:</u></b> _____</p> <p><b><u>HOME ADDRESS:</u></b> _____</p> <p><b><u>TOWN:</u></b> _____ <b><u>COUNTY:</u></b> _____ <b><u>ZIP:</u></b> _____</p> <p><b><u>HOME TELEPHONE NO.:</u></b> _____</p> <p><b><u>NAME OF APPLICANT'S BUSINESS:</u></b> _____</p> <p><b><u>BUSINESS ADDRESS:</u></b> _____</p> <p><b><u>BUSINESS TELEPHONE NO.:</u></b> _____</p> <p><b><u>SOCIAL SECURITY NO.:</u></b> _____</p> <p><b><u>DATE OF BIRTH:</u></b> _____</p>
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**FOR CORPORATE OR ASSUMED NAME:**

CORPORATE OR ASSUMED NAME: \_\_\_\_\_

PRINCIPLE OFFICE ADDRESS: \_\_\_\_\_

TOWN: \_\_\_\_\_ COUNTY: \_\_\_\_\_ ZIP: \_\_\_\_\_

INDIVIDUAL SUPERVISOR'S NAME: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

**LOCATION AND NAME OF OWNER OF PROPERTY WHERE WORK IS TO BE PERFORMED:**

\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT NOTE: ATTACH COPY OF CURRENT PLUMBER'S LICENSE(S).  
NAME, ADDRESS AND TELEPHONE NUMBER OF WHERE YOU HOLD A MASTER ELECTRICIAN'S  
LICENSE, PLEASE LIST ALL AGENCIES:**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**APPLICATION MUST BE SIGNED BEFORE A NOTARY PUBLIC.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

**INDIVIDUAL NOTARIZATION**

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ ) SS:

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 19\_\_\_\_\_, BEFORE ME PERSONALLY  
CAME \_\_\_\_\_ TO ME KNOWN AND KNOWN TO ME THE INDIVIDUAL  
\_\_\_\_\_ DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT, AND  
\_\_\_\_\_ DULY ACKNOWLEDGED.

\_\_\_\_\_  
NOTARY PUBLIC

**CORPORATE NOTARIZATION**

STATE OF \_\_\_\_\_ )

COUNTY OF: \_\_\_\_\_ ) SS:

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 19\_\_\_\_\_, BEFORE ME PRSONALLY  
CAME \_\_\_\_\_ SWORN DID DISPOSE AND SAY THAT HE/SHE RESIDES AT \_\_\_\_\_, OF  
THE \_\_\_\_\_ THE CORPORATION DESCRIBED IN AND WHICH EXECUTED THE ABOVE  
INSTRUMENT; THAT HE/SHE KNOWS THE SEAL OF SAID CORPORATION; THAT THE SEAL AFFIXED TO  
SAID BY ORDER OF THE BOARD OF DIRECTORS OF SAID CORPORATION, AND THAT HE/SHE SIGNED  
HIS/HER NAME THERETO BY LIKE ORDER.

\_\_\_\_\_  
NOTARY PUBLIC

**NOTE: A BUILDING PERMIT IS REQUIRED FOR ALL ELECTRICAL WORK. ONCE YOU ARE APPROVED FOR A  
LICENSE YOU MUST OBTAIN A BUILDING PERMIT FROM THE BUILDING DEPARTMENT PRIOR TO  
COMMENCEMENT OF WORK.**