

Examining Board of Plumbers  
 Office of the City Clerk  
 433 River St. Suite 5001  
 Troy, New York 12180  
 (518) 279-7134



## APPLICATION FOR CLASS "A" PLUMBING LICENSE

Name:	
Phone:	Email:
Mailing Address:	
<b>Application must be notarized or signed in person at the City Clerk's Office with proper identification.</b>	
Applicant's Signature:	Date:
Sworn to before me on _____  _____ Notary Public or Commissioner of Deeds	

Attach to your application:

1. A detailed description of your apprentice training and notarized copies of diplomas.
2. The minimum requirement for licensing is five (5) years continuous employment in the plumbing trade. Attach notarized letters from each contractor you have worked for during the past five years.

Upon approval by the Board, an exam will be scheduled. The exam fee is \$100 which you can pay via cash or check at the time of the exam. Checks should be made out to Troy City Clerk.

You must pass the exam with a grade of at least 75%. If you pass the exam, the license will be issued for an additional \$150 fee, payable via cash or check at the City Clerk's Office. Checks should be made out to Troy City Clerk. Your license will expire on December 31 regardless of when it is issued.

If you fail the exam, you shall be entitled to a re-examination after a 90-day period. If you fail a second time, you will be eligible for re-examination six months from the date of the second exam.

You must renew your license each year. Renewal applications are sent in October. Renewal licenses are \$150. Failure to renew the license by December 15 will result in a late fee of \$250 (\$400 total).

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Office Use Only:

Sent to Board: \_\_\_\_\_  Approved     Rejected:                      Applicant notified: \_\_\_\_\_  
 Exam Date: \_\_\_\_\_     Exam fee     Worker's Comp                       Pass     Fail  
 License #: \_\_\_\_\_     License fee