

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:	
Application must be notarized or signed in person at the City Clerk's Office with proper identification.	
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 \$200 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 \$200. Failure to renew the license by December 15 will result in a late fee of \$250 (\$450 total).

Office Use Only:

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