



Town of Islip
Department of Planning and Development
Plumbers' Examining Board
655 Main Street, Islip, NY 11751
Phone (631) 224-5360 • Fax (631) 224-5365

Plumbers' Examining Board
James Lange, Chairman
Sean Conlon
Peter Russo
Anthony DiFede
Michael Barone
James Alcus
Dale A. Gross

Linda Stone, Secretary
LStone@IslipNY.gov

Application Requirements for Limited Plumber's License

*All required documentation must be submitted to the Secretary to the Plumbers' Board, Linda Stone.
Linda can be reached at 631-224-5360, or via email at LStone@IslipNY.gov.*

In order to obtain a **Limited Plumber's License** in the Town of Islip, the following items are required:

1. \$50.00 Filing Fee (*check or money order payable to Town of Islip*)
2. Completed application (*two pages – attached*)
3. Two Plumber's Reference Forms (*attached*). Both forms must be completed, signed and notarized by a licensed plumber, who has either employed you, or knows you in your work capacity
4. Two recent photographs (*must be 1 ½" x 1 ½" and show entire face*). Please print your name on the back
5. Three character references in letter form
6. W-2 Forms for the past five years

Once the above items have been received by the Secretary, they will be presented to the Plumbers' Examining Board for review. The Applicant will be notified by mail or phone of the interview date. After the interview, the Applicant will be scheduled for a written exam.

Upon completing the examining process, the Applicant must submit the following:

*All insurance certificates must be insured to the business address under the Applicants name or business name
The Town of Islip must be named as Certificate Holder or Entity Requesting Proof of Coverage on all of the insurance forms
ACORD forms are not acceptable proof of NYS Workers Compensation or Disability Benefits Insurance Coverage*

- 1. Certificate of Liability**
 - a. \$1,000,000.00 for each accident and property damage
 - b. \$1,000,000.00 for each person
 - c. \$1,000,000.00 for each accident providing coverage for liability arising out of plumbing operations conducted in the Town of Islip
 - d. Town of Islip must be listed as additional insured
- 2. Certificate of Worker's Compensation**
 - a. Must be submitted on New York State Form C-105.2, NYS GSI-105.2(2/02) or U-26.3
 - b. If self-employed, submit **signed and dated** New York State CE-200 Form
- 3. Disability Insurance**
 - a. Must be submitted on New York State Form DB-120.1 or DB-155
 - b. If exempt, submit **signed and dated** New York State CE-200 Form
- 4. Fee:** A Limited Plumber's License Fee is \$150.00 for the first license and \$75.00 for each additional license (*ex: HVAC license is a dual license, therefore, the fee is \$225.00*) and is valid for a 3-year period