



## Application for Plumbing License

Complete and submit this application for a **NEW** Master Plumber License, a Journeyman Plumber License, or an Apprentice Plumber License.

### PART A

#### License Type

- Select the appropriate license.

#### Applicant / Business Information

- Provide the contact information for applicant and business / company (if applicable).

A

#### Type of License (select one):

☐ Master Plumber

☐ Journeyman Plumber

☐ Apprentice Plumber

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business / Company Name (if different from applicant): \_\_\_\_\_

Business / Company Address: \_\_\_\_\_

Business / Company Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Commercial Activity License #: \_\_\_\_\_ Philadelphia Business Income and Tax ID #: \_\_\_\_\_

### PART B

#### supplemental Information

- Confirm the requirements have been met for the specific license:

#### (A) Master Plumber

Insurance amounts:

○ *General Liability:*  
\$500,000 per occurrence

○ *Auto:* \$300,000

○ *Workman's compensation:*

▪ \$100,000 per accident

▪ \$100,000 per employee

▪ \$500,000 policy limit

**Note:** The City of Philadelphia must be named as the certificate holder on an ACCORD form.

#### (B) Plumber Apprentice

#### (C) Journeyman Plumber

B

#### Verify the following information:

- Photo identification (2 in. x 2 in., color) is provided with this application: ☐ Yes

#### (A) Master Plumber License:

- An active certificate of insurance with the minimum insurance amounts is provided: ☐ Yes

- All City of Philadelphia taxes, charges and fees are current: ☐ Yes

- Successful completion of the Philadelphia Master Plumber Examination administered by the International Code Council within 12 months from submission of this application: ☐ Yes

- If you are not self-employed, a statement of current or prospective employment on the company letterhead and signed by the employer is provided with this application: ☐ Yes ☐ N/A

- Registered as a Philadelphia Apprentice Plumber for a minimum of four years: ☐ Yes

- Registered as a Philadelphia Journeyman Plumber for a minimum of one year: ☐ Yes

#### (B) Plumber Apprentice License:

- A statement of current or prospective employment on a company letterhead and signed by the master plumber is provided with this application: ☐ Yes

#### (C) Journeyman Plumber License:

- Successful completion of the Journeyman Plumber Examination administered by the International Code Council within 12 months from submission of this application: ☐ Yes

- Registered as an apprentice plumber in Philadelphia for a minimum of four years: ☐ Yes

**Note:** Alternatively, you can provide proof of similar authorization granted by any other state or local jurisdiction with equal or greater qualification requirements.



**PART C**

**Limits and  
Conditions**

- Master Plumbers shall give a ten (10) day notice of any change in his or her place of business, and upon his or her retirement from business shall surrender his or her license and registration certificate to the Department.
- Contractors and subcontractors (including individuals and business entities) must have valid licenses. All subcontractors working under a permit must be submitted to the Department.
- Contractors cannot sell or transfer their license or permit to another person.
- Contractors must provide accurate information on any license or permit application with the Department.
- Contractors must get all required permits for construction work and comply with approved permit documents.
- Contractors must maintain information at each job site as required by the Philadelphia Code.
- Contractors must display their Contractor License number on any advertisements, stationery, places of business, job sites, proposals, and vehicles displaying the business name.
- Contractors must maintain complete financial and construction records (including plans) for each job performed for four years after completion of the job.
- Contractors must follow all provisions of The Philadelphia Code.

**C**

**Declaration and Signature**

*I, the applicant, will comply with all laws, rules, and regulations of the Commonwealth. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein, I am subject to the possible revocation of any licenses issued as a result of my false application, and such penalties as may be prescribed by law or ordinance.*

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_