

Rules of Procedure
Application for Master Plumber's Examination
Adopted by the Examining Board of Plumbers

This Board shall hold their regular meetings upon the first Tuesday of each month at 7:30 AM.

Applications for examination will be reviewed at any regular meeting, and the Board will determine at the meeting upon which date such examination shall be given. Notification of such date of examination shall be made to the applicant by the secretary of the Board.

During the examination of applicants for certificates of competency, there shall be present only the Board of Examiners and the applicant.

Applications for examination shall be properly filled out and acknowledged, and filed with the secretary of the Board, and shall be accompanied by the fee of *\$150.00 (One Hundred Fifty Dollars) as required by law before being received by the Board of Examiners. Please mail to: **Jamestown BPU, Attn: Plumbing Office, PO Box 700, Jamestown, NY 14701**

The applicant must state on oath, and in his own handwriting, his full name, residence, giving street and street number, his term of residence in the City of Jamestown, his citizenship, the names of parties, firms or corporations in whose service he has been employed.

- a.) Applicant to be qualified for examination must be a United States Citizen, have had experience of at least four years as an apprentice and four years as a journeyman plumber or the equivalent of 1,500 hours of experience per year, and able to furnish satisfactory evidence of such facts, or has successfully completed an approved course in plumbing, sanitary engineering or plumbing engineering in a college or university.*
- b.) The application must be accompanied by a certificate signed by not less than three (3) references, that they are personally acquainted with the applicant, and believe him to be of good moral character.*

The examination will be of such character as to fairly test the fitness and qualifications of the applicant for the trade.

The applicant must be a standing of at least 75% in his examination in order to be entitled to a certificate of competency.

Falsehood or fraud in the application shall be cause for dismissal of the application and refusal of a certificate.

An applicant who fails to pass the requisite examination shall not be entitled to another examination for a period of six (6) months. A new application accompanied by a fee of \$150.00 (One hundred Fifty dollars) shall be filed with the Examining Board of Plumbers for each subsequent examination.

The names and standing of all persons examined shall be formally entered on the records of the Examining Board of Plumbers.

FYI - Article II, Sections 4 & 8 of the Plumbing Code, requires plumbers, i.e., Master, Journeyman & Apprentices, to be of good moral character; therefore, beginning January 1, 2012, all new applicants will be required to pay a \$15 fee for a background check by the Police Department. Please contact the Jamestown Police Department to request the background check.

***For Fees pertaining to Out of Town Contractors, please refer to SECTION 13 of the City of Jamestown Plumbing Code**

**Application for Master Plumber's License
CITY OF JAMESTOWN**

Applicant: _____ Driver's License # _____
Address: _____ Date of Birth _____
Phone: _____ Date: _____

We: (References) (Please Print)

_____ residing at _____ Phone _____
_____ residing at _____ Phone _____
_____ residing _____ Phone _____

Do hereby severally certify, and each of us does for himself/herself certify, that he/she is personally acquainted with _____, the above applicant, and believes him/her to be of good moral character, of temperate habits, and has had the experience as stated here as required by the plumbing ordinance of the city of Jamestown, New York, and that each of us is willing that the certificate be published for public information.

_____) **Those certifying to**
_____) **this certificate must**
_____) **sign here**

Apprenticeship:

*Name & Address of Plumbing Company: _____

Phone Number: _____

Years worked: _____ to _____ (Total No. of Hours of Plumbing) _____

Position with Company/Individual _____

Job Description _____

*Name & Address of Plumbing Company: _____

Phone Number: _____

Years worked: _____ to _____ (Total No. of Hours of Plumbing) _____

Position with Company/Individual _____

Job Description _____

Journeyman:

*Name & Address of Plumbing Company: _____

Phone Number: _____

Years worked: _____ to _____ (Total No. of Hours of Plumbing) _____

Position with Company/Individual _____

Job Description _____

*Name & Address of Plumbing Company: _____

Phone Number: _____

Years worked: _____ to _____ (Total No. of Hours of Plumbing) _____

Position with Company/Individual _____

Job Description _____

Additional Education: (**Name of College, Trade School, Military, etc.)**

*If you worked for more than one company, please use an additional sheet of paper and provide detailed information as to the number of years and hours worked for the plumbing company. Please provide written documentation from the previous employer(s) as to the type of work performed by you while under their employ.

******Attach necessary documentation of various degrees and/or certificates**

I hereby certify that the above statements are correct and true.

Applicant: _____

Date: _____

Approved By: _____

Date: _____