

*City of North Tonawanda  
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## **MEMO TO ALL LICENSED PLUMBERS**

**From: Cosimo Capozzi – Building Inspector**

**David Martin – Plumbing Inspector**

### **Re: Master & Journeymen License Renewal Change**

The Plumbing Department has had an ongoing problem with plumbing contractors renewing their licenses in a timely manner. As in the past, all license renewals are to be renewed by December 31<sup>st</sup>, 11:30am. The following change was submitted by the North Tonawanda Plumbing Board.

#### **The policy change will be as follows:**

If your master or journeyman license is not renewed on time, or you are having problems with your insurance carrier – call the Plumbing Inspector and we will give you five (5) working days in the month of January **ONLY** to take the license out at the normal renewal fee of \$100. After that, up until January 31<sup>st</sup>. we will **DOUBLE** the fee to renew your license. If the license is not picked up by January 31<sup>st</sup>. you will lose your license and must apply to take the test over. **In the event that your check bounces, your license will be suspended until cash payment including any fines or fees imposed are paid.**

If any part of your insurance comes due through out the year, it is your responsibility to make sure that your insurance carrier supplies the continuation updates. Not receiving these updates will affect your license and doing work in the city of N. Tonawanda. Without proper insurance verification, no permits will be issued. No reminder calls will be made; your license will just be suspended until all the necessary paperwork is received.