

APPLYING FOR A MASTER PLUMBER LICENSE

STEP-BY-STEP GUIDE

1. Go to [OnGov.net/WEP/Plumber-Licensing](https://www.onondaga.gov/OnGov.net/WEP/Plumber-Licensing). Click the application link.
2. Click “Apply Online” to start an application.

UNDER CONSTRUCTION - DO NOT APPLY
/ Annual Plumbers License and Registration


[Apply Online](#)

Annual Plumbers License and Registration

Plumbers working in Onondaga County must be licensed and registered with WEP's Plumbing Control Division. Any person working in Onondaga County without being duly registered is in violation of the Administrative Rules and Regulations and will be subject to penalties contained therein.

To be eligible for a Journeyman or Master license and registration in Onondaga County, plumbers must pass an exam and receive a Certificate of Competency from the Onondaga County Examining Board for Plumbers. All plumbers should be familiar with [State and County codes and regulations](#). The Onondaga County Examining Board for Plumbers reviews applications and test scores. Qualifying applicants are issued a Certificate of Competency and can register and apply for a Master Plumber license with WEP's Plumbing Control Division. In order to maintain a Master Plumber license, a plumber must renew their license and registration annually with WEP's Plumbing Control Division and comply with insurance requirements set by the Onondaga County Examining Board for Plumbers.

3. If you do not have an account, you will be required to sign up and complete your profile. If you have already created an account, click “Log In” and sign in with your credentials.



Permitting & Licensing

Welcome to **Onondaga County**
Department of Water Environment
Protection

[Log In](#) [Sign Up](#)

[Sign Up >](#)

4. Once you have logged in, review your contact information and update if necessary. Click “Next”.

Step 1 of 4 ·

[Save Draft and Exit](#)

Confirm your contact information

Ensure your contact information is up-to-date so that we can get in touch with you if needed.

| | | | | | |
|----------------------|--|-----------------------------|--|------------------------|---|
| First Name | <input type="text" value="Kate"/> | Last Name | <input type="text" value="Tortora"/> | | |
| Email address | <input type="text" value="katetortora@ongov.net"/> | Phone Number | <input type="text" value="315-435-2260 ext. 325"/> | | |
| Address 1 | <input type="text" value="650 Hiawatha Boulevard West"/> | Address 2 (Optional) | <input type="text"/> | | |
| City | <input type="text" value="Syracuse"/> | State | <input type="text" value="NY"/> | ZIP/Postal Code | <input type="text" value="13204-1127"/> |

[Next >](#)

The next screen captures information about the application you are completing.

5. First, choose the type of application you are applying for.

Type of Application *

Select your option

- Select your option
- Apprentice Registration
- Journeyman Registration
- Master License

6. Then choose if you are applying for a new registration/license or renewing an existing registration/license.

New/Renewal *

Renewal ▲

Select your option

New

Renewal

7. If you are applying for a Master License, choose your Master Plumber Status.

Master Plumber Status *

Select your option ▲

Select your option

Active

Inactive - Journeyman

Inactive

8. Once complete, click “Next”.

Step 2 of 4 ·

[Save Draft and Exit](#)

Application Information

Any person who desires to engage in the business of plumbing in Onondaga County as a Master or Journeyman Plumber must obtain a Certificate of Competency from the Onondaga County Examining Board for Plumbers before they can obtain a registration/license. A copy of the Certificate will be required for new registrations. No certificate is required for Apprentice Registrations.

| | |
|-------------------------|---------------|
| Type of Application * | New/Renewal * |
| Master License ▼ | Renewal ▼ |
| Master Plumber Status * | |
| Active ▼ | |

[< Back](#)

[Next >](#)

9. Input your business information. Then click “Next”.

Step 3 of 5 ·

[Save Draft and Exit](#)

Master Information

Business Name *

XYZ Plumbers

Phone # *

222-222-2222

Address *

123 Pipeway Express

City *

Syracuse

State *

NY

Zip Code *

13204

Type of Business *

Individual

Have you had employees in the trade of plumbing during previous year and at present? *

Yes

[< Back](#)

[Next >](#)

10. If you have had employees of the trade during the previous year, or currently have employees, you will be requested to list your employees. To add an employee, click “Add Roster of Employees”. A window will pop-up requesting an employee’s information. Complete the information and click “Save”. If an employee is currently with the company, leave the “End Date” blank.

Roster of Employees

| | |
|------------------|------------|
| Name of Employee | Position |
| Employee 1 | Apprentice |
| Start Date | End Date |
| 08/01/2024 | MM/DD/YYYY |

[Cancel](#) [Save](#)

To add another employee, click “Add Roster of Employees”. To edit or remove an employee from your roster, click “Edit” or “Remove” next to the employee’s name. Once your roster is complete, click “Next”.

Step 4 of 6 ·

[Save Draft and Exit](#)

Roster of Employees

Employees listed below are under my direct employment in the trade of plumbing at the time of registration.

| Name of Employee | Position | Start Date | + 1 Additional Field |
|------------------|------------|------------|---|
| Employee 1 | Apprentice | 08/01/2024 | ... <input type="button" value="Edit"/> <input type="button" value="Remove"/> |
| Employee 2 | Journeyman | 01/02/2024 | ... <input type="button" value="Edit"/> <input type="button" value="Remove"/> |
| Employee 3 | Apprentice | 12/03/2024 | ... <input type="button" value="Edit"/> <input type="button" value="Remove"/> |

[< Back](#)

11. To sign your application, you will provide an electronic signature. To sign, click the checkbox.

Step 5 of 6 ·

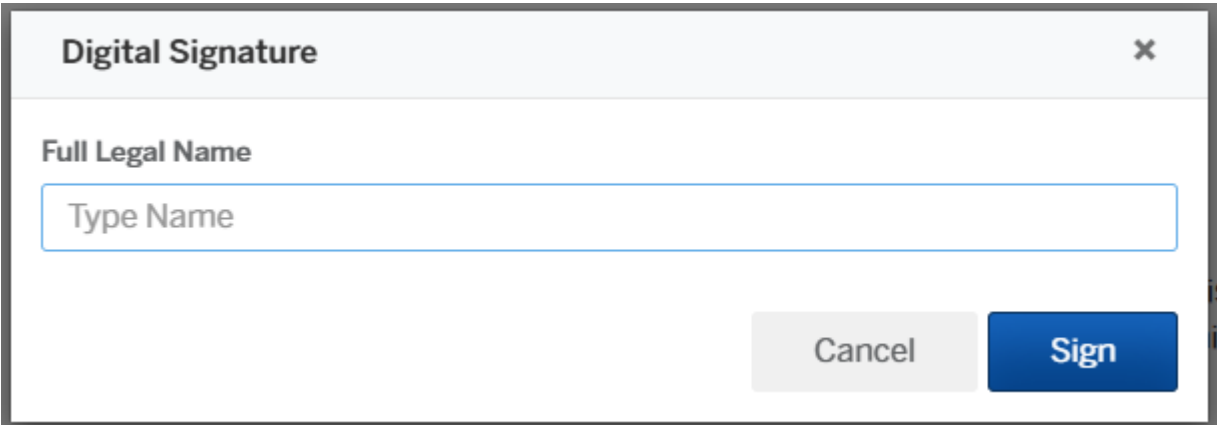
[Save Draft and Exit](#)

Signature

Any Master Plumber working in Onondaga County without being duly licensed is in violation of the Administrative Rules and Regulations and will be subject to the penalties contained therein. Failure to register by January 15th will require payment of the late fee.

Signature - I am signing this document electronically and consent that my electronic signature is the legal equivalent of my manual/handwritten signature on this document. I consent to the legally binding terms and conditions of this document. *

This will bring up a pop-up box. Enter your full legal name. Click “Sign”.



The image shows a pop-up window titled "Digital Signature" with a close button (X) in the top right corner. Below the title is the label "Full Legal Name" and a text input field containing the placeholder text "Type Name". At the bottom of the window are two buttons: a grey "Cancel" button and a blue "Sign" button.

Your name will appear with a green checkmark. If you mistyped your name, you may click “Clear” and repeat the step. Once complete, click “Next”.

Step 5 of 6 ·

[Save Draft and Exit](#)

Signature

Any Master Plumber working in Onondaga County without being duly licensed is in violation of the Administrative Rules and Regulations and will be subject to the penalties contained therein. Failure to register by January 15th will require payment of the late fee.

Signature - I am signing this document electronically and consent that my electronic signature is the legal equivalent of my manual/handwritten signature on this document. I consent to the legally binding terms and conditions of this document. *

✔ Katherine Tortora [Clear](#)

[< Back](#)

[Next >](#)

12. Upload the required attachments to complete your application. Click “Upload” and choose the correct document.

| Attachment | File |
|--|---|
| Passport Photo for Plumbing License ID card Required Please provide high-res JPEG | No file uploaded Upload |
| Liability Insurance Required | No file uploaded Upload |
| Worker's Compensation Required Workers Comp Form CE-200 or CE-105.2 if you have no employees and are submitting proof that it is not required. | No file uploaded Upload |

If you need to remove a selected file, click “Delete” next to that file and upload the correct file. Once all documentation has been uploaded, click “Next”.

Step 6 of 6

[Save Draft and Exit](#)

Attachments

Include any additional files with your submission. Any box marked "Required" is required to submit your application. Please note the maximum allowed file size for any upload is 100 MB.

| Attachment | File | |
|--|---|--------|
| Passport Photo for Plumbing License ID card Required Please provide high-res JPEG | Photo ID.png Uploaded on Dec 17, 2024 at 10:31 am | Delete |
| Liability Insurance Required | Liability Insurance.png Uploaded on Dec 17, 2024 at 10:31 am | Delete |
| Worker's Compensation Required Workers Comp Form CE-200 or CE-105.2 if you have no employees and are submitting proof that it is not required. | Workers Comp.png Uploaded on Dec 17, 2024 at 10:31 am | Delete |
| Add attachment | | |

[Back](#)

[Next >](#)

13. Before submitting your application, review the information you have provided. You may edit any section of your application by clicking the “Edit” button. Once you have reviewed, click “Confirm and Submit”.

Confirm your submission

[Save Draft and Exit](#)

Please ensure you've filled everything completely and accurately, then click "Confirm and Submit" below.

Contact Information

[Edit](#)

Kate Tortora

Email address
kateortora@ongov.net

Phone Number
315-435-2260 ext. 325

Mailing Address

650 Hiawatha Boulevard West , Syracuse, NY 13204-1127

Application Information

[Edit](#)

Any person who desires to engage in the business of plumbing in Onondaga County as a Master or Journeyman Plumber must obtain a Certificate of Competency from the Onondaga County Examining Board for Plumbers before they can obtain a registration/license. A copy of the Certificate will be required for new registrations. No certificate is required for Apprentice Registrations.

Type of Application *
Master License

New/Renewal *
Renewal

Master Plumber Status *
Active

14. To pay your application fee, click the “Online Payment Portal Link”.

Application Fee

Due Now. Please make a payment in order to continue.

PLEASE NAVIGATE TO OUR PAYMENT PORTAL LINK BELOW TO PAY YOUR BALANCE

[Online Payment Portal Link](#)

| Annual Plumbers License and Registration | |
|--|-----------------|
| Master License Fee | \$500.00 |
| Total Fee Amount | \$500.00 |

This will open a new tab to Onondaga County’s Payment Portal.

Onondaga County Department of
WATER ENVIRONMENT PROTECTION

Home

Welcome to Onondaga County Department of Water Environment Protection Plumbing Control Online Payment

Select Payment Type

Plumbing Permit/Plan Review & ▾

Continue

650 Hiawatha Blvd W Syracuse, NY 13204 (315) 435-2260

Select your payment type and click “Continue”.

15. Fill out your billing information. Note: Your invoice or record # is located in the top left-hand corner of your application.

Annual Plumbers License and Registration

 **TEST-3**

Appl

 Due N

PLEASE

Online Pa

Your Submission

Attachments

Guests (0)

Invoice or Record #: *

First Name: *

Last Name: *

Company Name or NA: *

Street Address: *

City: *

State: *

Zip Code: *

Email Address: *

Phone Number: *

Fee Type: *

Comment:

Payment Amount:

Card Type:

16. Once you have paid your fee, your application will be sent to Plumbing Control for review. You can track your application’s progress from the left-hand side of your application.

▶ Application Fee

Invoice Paid

Application and Attachment Review

Final Review and Approval

Print Photo ID and Distribute

Once reviewed and approved, your photo id will be printed and distributed to you.

TIPS:

Saving an application

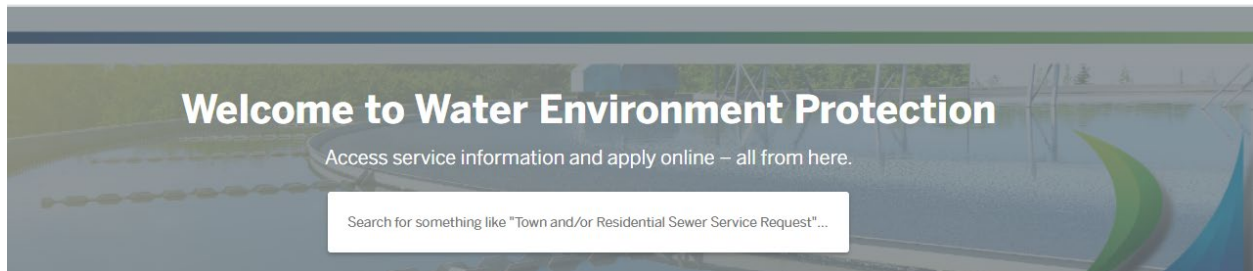
1. At any point before submitting your application, you may save your progress and complete your application later. To do this, simply click “Save Draft and Exit” in the top-right corner of the application.

Step 2 of 4 ·

Save Draft and Exit

Application Information

2. When you are ready to complete your application visit the link to WEP’s service page, which can be found by visiting our website, ongov.net/wep. Log into your account by clicking “Login” in the top-right corner of the page.



3. After logging in, click “My Account” in the top-right corner of the page. This opens your “Dashboard”. Here you can access your profile, see any outstanding payments, applications, and access any documents that have been issued to you. To access your draft application, click “Applications” on the left-hand side of the screen. Then click on the draft application you want to complete.

← Back Home

- Dashboard
- Messages
- Profile
- Your Records
 - Applications
 - Projects
 - Permits & Docs
 - Payments
 - Inspections

Your Applications

| ID | Type | Location | Date Created | Status |
|--------|--|----------|--------------|--------|
| - | Annual Plumbers License and Registration | | | Draft |
| - | Annual Plumbers License and Registration | | | Draft |
| - | Annual Plumbers License and Registration | | | Draft |
| TEST-3 | Annual Plumbers License and Registration | | Dec 17, 2024 | Active |
| TEST-2 | Annual Plumbers License and Registration | | Dec 17, 2024 | Active |
| TEST-1 | Annual Plumbers License and Registration | | Dec 17, 2024 | Active |

Reviewing an application’s status

1. Visit the link to WEP’s service page, which can be found by visiting our website, ongov.net/wep. Log into your account by clicking “Login” in the top-right corner of the page.

Onondaga County Department of Water Environment Protection Login Sign Up

Welcome to Water Environment Protection

Access service information and apply online – all from here.

Search for something like "Town and/or Residential Sewer Service Request" ...

2. After logging in, click “My Account” in the top-right corner of the page.

Onondaga County Department of Water Environment Protection My Account Kate ▾

This opens your “Dashboard”. Here you can access your profile, see any outstanding payments, applications (draft and submitted), and access any documents that have been issued to you. To check on the status of your application, click “Applications” on the left-hand side of the screen. Then click on the application you want to check.

- [← Back Home](#)

- [Dashboard](#)
- [Messages](#)
- [Profile](#)
- Your Records**
 - [Applications](#)
- [Projects](#)
- [Permits & Docs](#)
- [Payments](#)
- [Inspections](#)

Your Applications

| ID | Type | Location | Date Created | Status |
|--------|--|----------|--------------|--------|
| - | Annual Plumbers License and Registration | | | Draft |
| - | Annual Plumbers License and Registration | | | Draft |
| - | Annual Plumbers License and Registration | | | Draft |
| TEST-3 | Annual Plumbers License and Registration | | Dec 17, 2024 | Active |
| TEST-2 | Annual Plumbers License and Registration | | Dec 17, 2024 | Active |
| TEST-1 | Annual Plumbers License and Registration | | Dec 17, 2024 | Active |

The application process is defined in the left-hand side. The arrow indicates where your application is in the process.

Annual Plumbers License and Registration

TEST-2

Your Submission

Attachments

Guests (0)

- Application Fee
- Invoice Paid
- Application and Attachment Review
- Final Review and Approval
- Print Photo ID and Distribute

Your submission

Submitted Dec 17, 2024 at 9:3

Contact Information

Application Information