

**CITY OF KINGSON**  
Board of Plumbing Examiners  
[buildings@kingston-ny.gov](mailto:buildings@kingston-ny.gov)

Steven T. Noble, Mayor

David Allen, President

**GUIDELINES AND DOCUMENTATION FOR OIL HEATING LICENSE APPLICANTS**

Persons applying to be licensed to engage in or conduct the business of the installation of oil heat-producing equipment shall present satisfactory proof to the Plumbing Board that (s)he is competent to make such installation and has been engaged in the installation of such equipment for a period of at least four years prior to the date of application or has graduated from a four-year college or university with major coursework in heating engineering and has had one year's experience as a journeyman heating contractor or (s)he shall be a licensed professional engineer.

Applicants will be required to attend and participate in an interview with the licensing board to further evaluate work experience. Applicants will also need to obtain a passing grade of (75) seventy-five on the Boards written and practical examinations.

**THE FOLLOWING LIST OF ITEMS MUST BE SUBMITTED WITH YOUR APPLICATION**

1. Submit one of the following documents as proof of employment: **(A)** Social Security earnings report <http://www.socialsecurity.gov/forms/ssa-7050.html> or **(B)** Federal W-2 forms showing the applicants' name, the employer's name and the reported income from each employer or **(C)** Federal schedule C or K-1 forms showing proof of business ownership if the applicant is self-employed and cannot produce either item A or B.
2. A completed, signed and notarized employment verification form from **all** previous and current employers (including yourself if self-employed) that you are claiming experience from. (This in addition to item #1) Employer must indicate what job responsibilities the employee conducted.
3. Letters of good standing or verification from any jurisdiction outside the City of Kingston, NY where licenses are held by the applicant. All letters must indicate the original issue date of each license.
4. A copy of your driver's license.
5. Exam/ Application fee: \$100.00 are payable to "City of Kingston Comptroller" and should be submitted along with your application to the Building Safety and Zoning Enforcement office located at 5 Garraghan Drive, Kingston, NY 12401. Approved methods of payment include check, money order or credit card.
6. License Fee: \$125.00 (annual) Payable after successful completion of written and practical exam with a minimum passing grade of 75.



