

**WEST VIRGINIA DIVISION OF LABOR  
LICENSING SECTION**

**Building 6, Room 749B - Capitol Complex Charleston, West Virginia 25305**  
**Telephone: 304-558-7890 FAX: 304-558-5174**

# NOTICE

## **Supervision of Plumbing Work**

### **Important Dates**

**July 1, 2008:** Applications will be available at the Division of Labor and their website @ [www.wvlabor.org](http://www.wvlabor.org) to apply for licensure under the guidelines set forth in §42-32-6.2. The Division will begin accepting and processing applications.

**January 1, 2009:** The Division will begin performing compliance inspections.

**July 2, 2009:** All applicants will be required to certify experience and take a written exam.

### **Classification Definitions**

The classifications and experience necessary to license without written examination are listed below:

**Master plumber** means a person with at least twelve thousand (**12,000**) hours of plumbing work experience and who is competent to design plumbing systems, and to instruct and supervise the plumbing work of journeyman plumbers, and plumbers in training.

**Journeyman plumber** means a person qualified by at least eight thousand hours (**8,000**) of plumbing or related experience and who is competent to instruct and supervise the work of a plumber in training.

**Plumber in training** means a person with interest in and an aptitude for performing plumbing work but who alone is not capable of performing plumbing work, and who has fewer than eight thousand hours (**8,000**) of plumbing experience.

## Questions & Answers

1. Can I perform plumbing work if I have a current WV contractor license with the plumbing classification?

After January 1, 2009, No, each person performing plumbing work must have a plumber's license. For example, if there are three (3) plumbers working on a job, they each must have a plumber license and their employer must have a contractor license which covers plumbing.

2. Am I required to have a plumber license if I bid on and receive the contract on a plumbing project but sub-contract the actual plumbing work or my employees perform the work?

No, a plumber's license is only needed for the person who performs the work of a plumber.

3. Do my five (5) employees performing plumbing work on a residential home need a plumber license?

All persons performing or offering to perform plumbing work are required to have a plumber license. (Master, Journeyman or Plumber in Training)

4. What is considered plumbing work?

Plumbing work consists of installing water lines, vents and drains inside a building. It does not include replacing faucets, washers, unclogging sinks, installing dishwasher, etc.

5. Are there exemptions?

Yes. A license is **not required** to perform plumbing work in the following settings, see §21-14-3 (c) 1-8.

1. In your own home or the home of an immediate family member.
2. Incidental plumbing work during the installation or repair of an appliance as an employee of a retail appliance store.
3. At an establishment as an employee of a manufacturing/industrial facility owner.
4. As an employee of a utility company.
5. Incidental plumbing work during the installation of HVAC units.
6. At an active coal mine or where coal is being processed.
7. At manufacturing, industrial and natural gas facilities.

6. How much is the initial license?

\$75.00

7. How much do I pay when I renew my license?

\$75.00

8. Do I have to test in order to acquire a plumber license?

All applicants on or before July 1, 2009 can acquire a license without examination, however applicants must certify their plumbing experience by documentation or a sworn affidavit during the licensing process. A written exam will be required after July 1, 2009.

9. Who will be giving the written test and what examination do I need to take?

Prov – 200 Association Drive, Suite 190 – Charleston, WV 25311  
(866) 720-7768, (304) 414-0190 Ext. 4

The plumbing examination is the only test that will be accepted. There is an examination fee.

10. If an entity acquires a plumber license, does it cover all employees?

No, a plumber license can only be issued to a person and not to an entity. It is a license allowing only the person identified on the license to perform plumbing work.

11. What documentation will be accepted for the experience in order to classify as a journeyman or master plumber?

A variety of documentation will be accepted including information from previous employers, pay stubs, W-2's, records from consumers for whom you performed plumbing work or similar documents.

WEST VIRGINIA DIVISION OF LABOR

State Capitol Complex
Building 6, Room B-749
Charleston, WV 25305
Telephone: (304) 558-7890

Plumber License Application

General Information: (Please Print)

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_
First Middle Initial Last

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Type of License: (Please mark appropriate classification for which you are applying)

- Master Plumber (I certify I have at least twelve thousand hours (12,000) of plumbing experience)
Journeyman Plumber (I certify I have at least eight thousand hours (8,000) of plumbing experience)
Plumber in Training (I understand I am required to work under the supervision of a licensed Master or Journeyman Plumber when performing plumbing work)

Examination: (After July 1, 2009 All applicants will be required to certify experience and take a written examination)

Plumber Examination: \_\_\_\_\_ (Date of Examination) \_\_\_\_\_ (Score)

Fee: Seventy-Five Dollars (\$75.00)

Please attach a check, certified check, cashier's check or money order in the amount of seventy-five dollars (\$75.00) made payable to the West Virginia Division of Labor, NO CASH PLEASE.

The undersigned hereby certifies under penalty of perjury that information provided on this application is true to the best of my knowledge and belief and that I realize that making a false statement may result in loss of my license.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_
(Applicant's Signature)

Subscribed and sworn to before me, the undersigned Notary Public this \_\_\_\_ day of \_\_\_\_\_,
20 \_\_\_\_ My commission expires \_\_\_\_\_.

Notary Public

# West Virginia Division of Labor

## Plumber License

State Capitol Complex – Building 6, Room B-749 – Charleston, WV 25305  
(304) 558-7890 (304) 558-5174

### Check Conversion Notice

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as an image transaction. For inquiries, please call 1-866-243-9010.

When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution.

*If you have any questions, please contact our office at (304) 558-7890.*