



Joe T Plumber Inc.

280 Broadway
New York, NY 10011
Phone (212) 375-8490 Fax (212) 375-8490
E Mail: joet@theplumber.com

Joe T Plumber
NYC Master Licensed Plumber # 1
NYC Master Fire Suppression # 1
NYC Oil Burner Installer # 1
NYS Backflow Prevention Tester #1

December 17, 2018

NYC Department of Buildings
Licensing Unit
280 Broadway – 1st floor
New York NY 10007

Re: Peter Plumber
Limited Gas Work Qualification

To whom it may concern:

Please be advised that Peter Plumber has been a full-time direct employee of Joe T Plumber from (**date of employment**) to the present, over the age of 18. His job title is plumber's helper. His duties consisted of assisting other workers in completing all aspects of Plumbing work as defined in the NYC Administrative Code. During his employment he has worked under my direct and continuing supervision as defined by the NYC Administrative Code and has acted responsibly and respectfully.

Based on his knowledge, skill, competence and job performance I find him to be fit to work on gas piping under the personal and immediate supervision of myself, or one of my employees that hold a full gas qualification certification.

If you have any questions, I can be contacted at 212-375-8490 or by e-mail at joet@theplumber.com

Very truly yours,
Joe T Plumber Inc.

SEAL HERE

PLUMBING WORK. The installation, maintenance, repair, modification, extension or alteration of plumbing, standpipe where a sprinkler is not connected or is not now being connected, domestic water, connections to the domestic water, combination domestic water and reserve standpipe supply tank up to and including the roof tank check valve, gas piping or any piping system referred to in the New York city plumbing code, and/or up to thirty sprinkler heads off the domestic water in any building in the city of New York.

DIRECT AND CONTINUING SUPERVISION. Responsible control exercised by a licensed individual, either personally or through one or more, but no more than three, levels of competent supervision over individuals performing the actual work of the licensees trade who are (i) in the direct employ of an individual who is a licensee, or (ii) in the direct employ of the city agency employing the licensee or (iii) in the direct employ of a business employing the licensee, as allowed by the department, or (iv) where the licensee uses his or her license on behalf of a business, in the direct employ of such business provided that such business is



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disclosed to the department pursuant to this chapter. Such control shall be evidenced by such licensee's signature, and seal where applicable, upon any required statements, applications and/or permits and by demonstrating involvement of the licensee in the operations of the business, including hiring of employees, responsibility for financial matters, and oversight of work performance. Direct and continuing supervision includes field inspection, supervision of job sites, and the maintenance of records of such supervision and such other requirements as the commissioner may prescribe by rule for a particular license type.

DIRECT EMPLOY. An individual is in the direct employ of a licensee or business or a city agency when such individual is on the payroll of such licensee or business or city agency and under the usual common law rules applicable in determining the employer-employee relationship has the status of an employee. The work performed by such employee shall not exceed the class of license held by the licensee. Direct employment shall be evidenced by payroll records, such as social security payments, income tax withholding or the disbursement of other funds as required by law for the benefit of such employee, timekeeping records, such as time cards and sign-in sheets, work orders, and assignment or route logs.

- Typed notarized affidavits from all past or current employers you have indicated that will attest to your experience and qualification. Affidavits from New York City Licensees **must be sealed**. Affidavits must include the following information and must be an exact match to what was submitted in your online application:
 - Your job title (Helper, Journeyman, etc.)
 - Name of the company
 - A detailed description of your duties
 - Your employment dates for each licensee you worked with (mm/dd/yyyy format required)
 - Whether your employment was full- or part-time
 - A statement by the licensee that he or she directly supervised you