

PLUMBING CORPORATION FILING INSTRUCTIONS

NOTE:

The plumbing corporation application follows the instructions below.

Acceptance of a Plumbing Corporation Certificate is subject to the following policies and shall be presented at the time of application before the issuance of a Corporation Certificate:

1. A copy of the Articles of Organization, that was filed, signed and stamped by the Secretary of State for the Commonwealth of Massachusetts, must be presented with your application.
2. The installation of plumbing work must be specifically stated and documented as one of the disciplines of the corporation on the Articles of Organization that is submitted.
3. The master plumber to whom the certificate is to be issued must be exclusively named as an officer of the corporation on the documents submitted, stamped and adopted by the Secretary of State,
4. A fee of \$225.00, made payable to the Commonwealth of Massachusetts, must accompany the application before the issuance of an initial original corporation certificate.

NOTE

● A submitted application in reference to an existing corporation that is recorded and on file with the Board of State Examiners of Plumbers and Gasfitters and the application represents a change to be made regarding the current master plumber/officer of record, the following shall be satisfied:

- a) A notarized letter from the former master plumber stating resignation, termination, or disassociation from the corporation must accompany the application and;
- b) The **current corporation license** issued shall be surrendered to the Boards Office and;
- c) A Certificate of Change of Directors or, Officers that is filed with the Secretary of State Office must accompany the Plumbing Corporation application.
- d) Include the original and new Articles of Organization.

IMPORTANT

A Current certificate issued in the former master plumbers name must be returned or be subject to the Board, or its designee for review.

