



**INC. VILLAGE OF MANORHAVEN**  
 33 Manorhaven Blvd.  
 Port Washington, New York, 11050  
 Telephone (516) 883-7000 Fax: (516) 883-4535

Decal Number(s): \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Payment: \_\_\_\_\_

**2026 Application for PLUMBER LICENSE**  
**to Work in the Village of Manorhaven**

**DIRECTIONS:** To be completed by the owner/officer of the business. **PRINT CLEARLY** and sign in front of a **Notary Public**. Do not leave blank spaces and be sure to include the requested supporting documents and fees. Please feel free to call should you have questions.

**Company Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

(If less than 5 years, list previous addresses) \_\_\_\_\_

**Owners Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Owner's Home Address:** \_\_\_\_\_

**Number of Employees:** \_\_\_\_\_ **Has your license ever been revoked?** \_\_\_\_\_

**If yes, explain:** \_\_\_\_\_

**Name of plumbers in your employ:**

\_\_\_\_\_  
 \_\_\_\_\_

**Jurisdiction of Issue:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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(Use additional sheet if needed)

**Vehicles which will be used for business purposes:** (Attach each vehicle's proof of insurance)

**Year, Make & Model:** \_\_\_\_\_

**Year, Make & Model:** \_\_\_\_\_

**Year, Make & Model:** \_\_\_\_\_

Name of Insurance Carrier: \_\_\_\_\_

Policy # \_\_\_\_\_ Expiration: \_\_\_\_\_

**Please attach the following support documentation:**

1. Copy of Certificate of Competency and/or a Reciprocal License from a Town or Village located in Nassau or Suffolk County, along with a Letter of Good Standing;
2. Copy of Current Insurance Cards & Registration for each vehicle listed;
3. Copy of Driver's License(s);
4. Copy of Insurance Certificate for General Liability listing the Inc. Village of Manorhaven;
5. Workman's Compensation Insurance for your company/DBL Insurance; and
6. Payment to the Village of Manorhaven for **\$50** for the first vehicle, and **\$25** for each additional vehicle used for business.

Your license to work in the Village of Manorhaven will expire on **December 31, 2026**.

Rules and Regulations

**The following rules and regulations must be adhered to or the contractor may be subject to a notice of violation and or summons.**

1. Each licensed vehicle must have the license decal, business name, address and telephone number located on the driver's side door or window.
2. Hours of operation shall only be permitted from **8:00 AM to 6:00 PM Monday thru Friday and 9:30AM to 5:00 PM on Saturday. No work is permitted on Sundays and legal holidays.** Contractors are permitted to complete the day's work and clean the site for a period of no longer than ½ hour past the curfew.
3. In the event of an emergency, the days and hours of operation can be modified. The contractor must clearly display on the windshield a placard indicating "Emergency Vehicle."
4. One contractor's sign shall be permitted on the work site. The sign shall not be larger than 4 square feet, and placed back 20 feet from the property line. The sign shall only be permitted during working hours. Signs are not permitted to be placed on trees or utility poles.
5. The use of dumpsters is permitted in accordance with the Village Code. A permit is required. Check with the Village Hall for rules, regulations and fees.

State of New York  
County of Nassau ss:

I, \_\_\_\_\_, declare that I fully understand all of the above-stated rules and regulations and have answered the questions truthfully and to the best of my knowledge. Should I be granted a license to operate within the Incorporated Village of Manorhaven, I and all my employees will abide by all Federal, State, Town and Village laws. I understand that this license is non-transferable and will expire on December 31st, 2026. I agree to maintain a valid license and insurance as long as I conduct business within the Incorporated Village of Manorhaven.

Signature of Applicant \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 2026

Notary Public: \_\_\_\_\_

STAMP