

December 1, 2017

**Reminder to all plumbers doing business in the City of Crete and within two miles thereof.**

On December 31<sup>st</sup> 2017 your current City of Crete Plumber’s Registration expires. It’s time to renew your annual City of Crete Master Plumber Contractor’s Registration for your company and your employees. **All on-site employees must hold current City of Crete registrations. Fees for the annual registration are as follows: \$50.00 for each Master, \$20.00 for each Journeyman, and \$10.00 for each Apprentice.**

Plumber Registrations on file: \_\_\_\_\_  
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**REQUIREMENTS:**

- 1) Provide experience level history for all registering individuals.
- 2) Proof of passing the **2009** UPC plumbing exam for your grade.
- 3) Provide a valid **Driver’s License** for all registering individuals.
- 4) Provide a current copy of your **Liability Insurance** certificate.
- 5) Pay the required registration fees for the Company and all site employees.
- 6) Provide a **\$3000.00 Performance Bond** in favor of the City of Crete.

Please pay close attention to the new requirements listed above. Please bring with you a copy of the previous year’s license and/or any Lincoln Registrations that your company may hold, along with a valid driver’s license. Renewal by mail is only available if renewing a current Registration, and all insurance and bonding requirements are current. You may renew your registration at the City Hall building during regular business hours. Please call me if you have any questions at 826-4312.

Thank You,

Brad Bailey  
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Building Inspector  
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