

TEXAS STATE BOARD OF PLUMBING EXAMINERS
PO BOX 4200, AUSTIN, TEXAS, 78765 ▪ 512-936-5200 ▪ tsbpe.texas.gov

RESPONSIBLE MASTER PLUMBER DESIGNATION – IMPORTANT INFORMATION

REMINDER: *This application (and many others) can be completed entirely on-line via the Online Licensing System. Applications submitted on-line are usually processed within 24 to 48 hours, compared to 30 days when submitted in person or via US Mail. To login to your on-line account, go to: <https://vo.licensing.hpc.texas.gov>*

You are eligible for designation as a Responsible Master Plumber (RMP) if you meet the following requirements (check each box that applies to you):

Licensure:

- ☐ I am licensed as a Master Plumber in Texas; AND
- ☐ My license is current and not expired; AND
- ☐ My license is in good standing* with the TSBPE.

*Your license is not in good standing if you have unpaid administrative penalties.

Certificate of Insurance:

- ☐ I have a copy of a completed current Certificate of Insurance (COI) Form that was submitted by my insurance agent to the TSBPE; AND
- ☐ My insurance policy meets the following minimum requirements:
 - The policy is written by an insurer authorized to engage in the business of insurance in this state;
 - The policy provides for commercial general liability insurance for claims for property damage or bodily injury, regardless of whether the claim arises from a negligence claim or on a contract claim;
 - The policy provides coverage of at least \$300,000 for all claims arising in a one-year period;
 - The policy covers all types of plumbing that will be performed under my Master Plumber License, including if applicable, liquefied petroleum gas plumbing, medical gas plumbing, or multipurpose residential fire protection sprinkler plumbing.

The most current COI Form is available on the website at <https://tsbpe.texas.gov/applications-forms/> **Note the TSBPE does not accept ACORD forms.** You may submit your COI Form along with your application or you may email it to insurance@tsbpe.texas.gov. **The TSBPE does not accept COI Forms sent via fax.** Please make sure that all blanks are filled in and that your name, license number, and the name of the company you will be RMP for are correct. You must have a current COI on file with the TSBPE at all times as you will be the RMP of record for a company.

Application Fee:

The non-refundable RMP Designation application fee is \$225. Accepted forms of payment include: cashier's check, money order, personal check, or company check. Make checks payable to "TSBPE". Your master license must be current and not nearing renewal prior to submitting this application.

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RESPONSIBLE MASTER PLUMBER DESIGNATION APPLICATION

Revised August 2021

1. Date _____ ► Incomplete applications expire one year from receipt. (See instructions in #10, below.)
2. Last name (Print) _____ First _____ MI _____
3. Mailing address _____ City _____
4. State _____ Zip Code _____ Date of birth _____ Age _____
5. Driver's License/ID No. _____ Social Security No. _____
Disclosure of your social security number is required. Your social security number is being solicited pursuant to Texas Family Code § 231.302 for use by the state's Title IV-D agency to assist in the administration of laws relating to child support enforcement under 42 U.S.C. §§ 601-617 and 651-669.
6. Texas Master Plumber License # _____
7. Daytime or Mobile Tel. # _____ Email _____
8. Name and address of Plumbing Company where you will act as and assume the duties of RMP:

9. I have previously held the RMP Designation. ☐ Yes or ☐ No

10. **Incomplete applications will not be processed.** Check the following boxes as you include the items which must be submitted with this application in order for the application to be considered complete. Please submit all items at one time and in one envelope. **Please allow up to 30 days for processing.** Once processed, your RMP status will be updated on our public license search (<https://tsbpe.texas.gov/find-a-licenseregistration/>). Please contact our Insurance department directly with questions regarding this process: insurance@tsbpe.texas.gov / 512-936-5203.

- ☐ \$225 RMP Designation Application fee (the fee is non-refundable)
- ☐ Copy of Current Master Plumber License
- ☐ Signed Certificate of Insurance Form (available at tsbpe.texas.gov under "Applications/Forms")

11. **BY SIGNING BELOW, I TESTIFY THAT I UNDERSTAND THAT SUBMITTING ANY FALSE INFORMATION TO THE BOARD MAY RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING REVOCATION OF MY LICENSE AND/OR AN ADMINISTRATIVE PENALTY NOT TO EXCEED \$5,000. I ALSO UNDERSTAND THAT AS A RESPONSIBLE MASTER PLUMBER I MAY ALLOW MY MASTER PLUMBER LICENSE TO BE USED BY ONLY ONE PLUMBING COMPANY FOR THE PURPOSES OF OFFERING AND PERFORMING PLUMBING WORK; THAT I AM RESPONSIBLE FOR OBTAINING, AND AM AUTHORIZED TO OBTAIN, THE REQUIRED PERMITS FOR PLUMBING WORK PERFORMED UNDER MY LICENSE; THAT I AM ASSUMING RESPONSIBILITY FOR ALL PLUMBING WORK PERFORMED UNDER MY LICENSE; AND THAT I WILL MAINTAIN A CERTIFICATE OF INSURANCE AS REQUIRED BY SECTION 1301.3576 OF THE PLUMBING LICENSE LAW.**

Signature of Applicant

*****TSBPE USE ONLY*****

Fee _____

Entity No. _____

Date Received _____

Date Processed _____