



## Promulgation Details for 1 RCNY 104-26

This rule became effective on October, 03, 2016.

Since such date, one or more amendments have been made to this rule. Each rule amendment has its own effective date and Statement of Basis and Purpose.

Below you will find one or more rule amendments (the most recent appearing at the top), followed by the original rule.

The effective date of each amendment and the original rule can be found at the top of each "NOTICE OF ADOPTION OF RULE."

**NEW YORK CITY DEPARTMENT OF BUILDINGS**

**NOTICE OF ADOPTION**

*K. Chung*  
4/19/24

**NOTICE IS HEREBY GIVEN**, pursuant to the authority vested in the Commissioner of Buildings by Section 643 of the New York City Charter and in accordance with Section 1043 of the Charter that the Department of Buildings hereby adopts the amendments to its rules regarding licensing. This rule was first published on January 3, 2024, and a public hearing thereon was held on February 5, 2024.

Dated: 4/19/2024  
New York, New York

*James S. Oddo*  
James S. Oddo  
Commissioner

## Statement of Basis and Purpose of Rule

Local Law 126 of 2021 became effective on November 7, 2022. Among other changes, Local Law 126 amended Chapter 4 of Title 28 of the Administrative Code regarding various licensing provisions.

Various rules are being amended to reflect these changes. Specifically, the amendments:

- Repeal Section 19-01 regarding examination, license, and conduct of the business of master plumbers and master fire suppression piping contractors as the provisions have either been superseded or now appear in Article 408 or 410 of Title 28 of the Administrative Code or in Sections 104-01 and 104-06 of Title 1 of the Rules of the City of New York.
- Increase the fees for licensing written and practical examinations and add fees for limited Hoist Machine Operator licenses.
- Amend the title of section 104-01 to reflect its contents more accurately.
- Remove the reference to Class A and B oil-burning equipment installer as those classifications were deleted from Section 28-412.2 of the Administrative Code.
- Remove the reference to portable high pressure boiler operating engineer as that term was deleted from Section 28-413.4 of the Administrative Code.
- Add language that used to be in Section 28-401.7 of the Administrative Code regarding commencing the license application process within one year of passing the examination. In response to comments received at the public hearing, language is added to clarify what constitutes commencing the license application process.
- Delete subdivision (l) of section 104-01 regarding obsolete Zoning Resolution references to place of business and add a new subdivision (l) stating that licensees with a New York City location must comply with all applicable Zoning provisions.
- Add a list of license holders who are not required to have a New York City location by either Chapter 4 of Title 28 of the Administrative Code or the Department's rules. The following license holders have not been included in that list for the reasons below:
  - Elevator Agency Inspector, Technician and Helper. These licensees work for an Elevator Agency Director who is required to maintain a place of business in the city, which should cover these other licenses. Also, Technicians need a state elevator mechanic's license as well as the city's, so presumably they may be located elsewhere in the state.
  - Concrete testing laboratories. §28-406.2 of the Administrative Code requires the concrete testing lab to be within 50 miles of the city, which exempts them from the requirement to maintain a place of business within the city. However, if they choose to locate within the city, they have to comply with zoning in accordance with the language added by this rule.

- Journeyman plumber and journeyman fire suppression pipe installer. Sections 28-409.4 and 28-411.4 of the Administrative Code specifically state that journeyman registrations are not licenses and are, therefore, exempt from the place of business requirements.
- Add language from rule 19-01 requiring licensed master plumbers and licensed master fire suppression piping contractors to have a sign outside their place of business that includes their license number.
- Repeal Section 104-03 – term of license – since it was intended to address those licenses for which an examination was not required, as was specified in Section 28-401.11 of the Administrative Code. The reference to examinations has been removed by Local Law 126; therefore, the provisions of section 104-03 are now covered by the language of section 28-401.11.
- Remove all references to reinstatement of licenses from various sections and repeal Section 104-05 – reinstatement of license – since the term “reinstatement” was deleted from Section 28-401.13 and the rest of Chapter 4 of Title 28 of the Administrative Code.
- Remove requirements from Section 104-08 regarding alternate experience pathways for Site Safety Manager and Site Safety Coordinator applicants as these pathways have been incorporated into Sections 28-402.2 and 28-403.2, respectively, of the Administrative Code.
- Revise references to the Administrative Code and Building Code in Section 104-08 to reflect section renumbering made by Local Law 126.
- Delete the 30-hour course requirement for site safety managers and site safety coordinators from Section 104-08 as this requirement is satisfied by the new requirement in Administrative Code Sections 28-402.2, item 2 and 28-403.2, item 2, that the site safety manager or coordinator possess a valid Site Safety Training Supervisor Card.
- Add language to Section 104-08 clarifying that the term of the site safety coordinator certificate is one year, to distinguish it from the other license terms covered by section 28-401.11 of the Administrative Code.
- Delete course requirements for licensed riggers from Section 104-10 as these course requirements have been incorporated and modified into Section 28-404.3 of the Administrative Code.
- Repeal Section 104-25 regarding requirement of a seal for use by licensed oil-burning equipment installers as that language is now in Section 28-412.6 of the Administrative Code and the fees are in Section 28-401.15.

The Department of Buildings’ authority for this rule is found in sections 643 and 1043 of the New York City Charter, and section 28-112.7.2 and Chapter 4 of Title 28 of the New York City Administrative Code.

New material is underlined.

[Deleted material is in brackets.]  
 Asterisks (\*\*\*) indicate ellipses, i.e., unamended text.

**Section 1.** Section 19-01 of chapter 19 of Title 1 of the Rules of the City of New York regarding Examination, License, and Conduct of the Business of Master Plumbers and Master Fire Suppression Piping Contractors is REPEALED.

**§2.** The licensing fees in section 101-03 of subchapter A of chapter 100 of Title 1 of the Rules of the City of New York are amended to read as follows and section 101-03 is further amended by adding the following entries at the end of the table set forth in that section:

Licensing:	
• Written examination	\$ <del>525</del> <u>585</u>
• Practical examination	\$ <del>350</del> <u>530</u>
• Background investigation class 1 (includes experience)	\$500
• Background investigation class 2 (does not include experience)	\$330

	<u>Initial</u>	<u>Renewal</u>	<u>Late Renewal Fee</u>	<u>Reissuance Fee</u>
<u>Limited License for Articulating Boom Crane</u>	<u>\$100</u>	<u>\$75</u>	<u>\$50</u>	<u>\$50</u>
<u>Limited License for Boom Trucks</u>	<u>\$100</u>	<u>\$75</u>	<u>\$50</u>	<u>\$50</u>
<u>Limited License for Mini Cranes</u>	<u>\$100</u>	<u>\$75</u>	<u>\$50</u>	<u>\$50</u>
<u>Limited License for Sign Hanging Cranes</u>	<u>\$100</u>	<u>\$75</u>	<u>\$50</u>	<u>\$50</u>
<u>Limited License for Telehandler</u>	<u>\$100</u>	<u>\$75</u>	<u>\$50</u>	<u>\$50</u>

**§3.** The title of section 104-01 of subchapter D of chapter 100 of Title 1 of the Rules of the City of New York is amended to read as follows:

§104-01 License [Qualifications] qualifications and other requirements.

**§4.** Subparagraph (v) of paragraph (1) of subdivision (c) of section 104-01 of subchapter D of chapter 100 of Title 1 of the Rules of the City of New York is amended, subparagraph (vi) is deleted and subparagraphs (vii) through (xi) are renumbered subparagraphs (vi) through (x), to read as follows:

- (v) Oil Burning Equipment Installer [(Classes A and B)]
- [(vi) Portable High Pressure Boiler Operating Engineer]

**§5.** Subparagraph (viii) of paragraph (1) of subdivision (c) of section 104-01 of subchapter D of chapter 100 of Title 1 of the Rules of the City of New York, as renumbered by section 4 of this rule, is amended to read as follows:

(viii) Rigger (Master/Special/[Climber or] Tower Crane)

**§6.** Paragraph (2) of subdivision (c) of section 104-01 of subchapter D of chapter 100 of Title 1 of the Rules of the City of New York is amended by adding a new subparagraph (x) to read as follows:

(x) An applicant who passes a required examination must commence the license application process by submitting an application as defined in subdivision (e) with the department within one year of passing the examination for licensure. Where both written and practical tests are required, the license application process must be commenced within one year of passing the practical test.

**§7.** Paragraph (3) of subdivision (e) of section 104-01 of subchapter D of chapter 100 of Title 1 of the Rules of the City of New York is amended to read as follows:

(3) Where the code requires supervision in the [design and] installation of plumbing [or fire suppression] systems, the planning or design of plumbing systems, or the performance of fire suppression piping work, including the planning or design of fire suppression piping systems, evidence that the supervising licensees performed such work as demonstrated by permits, completed contracts or such other documentation as the Department may require.

**§8.** Paragraphs (1) and (2) of subdivision (f) of section 104-01 of subchapter D of chapter 100 of Title 1 of the Rules of the City of New York are amended to read as follows:

(1) An applicant for a license issued by the Department, other than a Master, Special[, Climber] or Tower Crane Rigger or Hoisting Machine Operator, must provide evidence of fitness to perform the work authorized by the license.

(2) An applicant for license renewal [or reinstatement], other than a license for Master, Special[, Climber] or Tower [crane rigger] Crane Rigger or Hoisting Machine Operator, must provide evidence of fitness to perform the work authorized to be performed by a holder of the license held or once held by the applicant. A renewal applicant must satisfy these requirements at every subsequent renewal.

**§9.** Subdivision (l) of section 104-01 of subchapter D of chapter 100 of Title 1 of the Rules of the City of New York, relating to place of business is REPEALED and a new subdivision (l) is added to read as follows:

(l) Place of business.

(1) Where a licensee has a place of business in New York City, that location must comply with all applicable provisions of the Zoning Resolution.

(2) Pursuant to section 28-401.18 of Chapter 4 of Title 28 of the Administrative Code, a place of business in New York City is not required for holders of the following licenses:

- (i) Concrete Safety Manager
- (ii) Construction Superintendent
- (iii) Filing Representative
- (iv) General Contractor
- (v) High-Pressure Boiler Operating Engineer
- (vi) Hoisting Machine Operator
- (vii) Lift Director
- (viii) Safety Registrant
- (ix) Site Safety Coordinator
- (x) Site Safety Manager
- (xi) Welder

(3) A Licensed Master Plumber or Licensed Master Fire Suppression Piping Contractor must have a place of business within New York City and must display prominently to the public in the window of the place of business designated in his or her application or on a sign securely attached to the premises, the licensee's full name with the words "Licensed Master Plumber" or "Licensed Master Fire Suppression Piping Contractor" and the Department-issued license number immediately thereunder. If the business is conducted under a trade name, or by a co-partnership or corporation, such trade name or co-partnership or corporation name must be placed immediately above the full name or names of the licensee(s) conducting the business as provided by sections 28-408.6.2 and 28-410.7.2 of the Administrative Code.

**§10.** Paragraph (7) of subdivision (a) of section 104-02 of subchapter D of chapter 100 of Title 1 of the Rules of the City of New York is amended to read as follows:

- (7) Rigger (Master/Special/[Climber or] Tower Crane)

**§11.** Section 104-03 regarding term of license and section 104-05 of subchapter D of chapter 100 of Title 1 of the Rules of the City of New York regarding reinstatement of licenses are REPEALED.

**§12.** Paragraph (1) of subdivision (a) of section 104-08 of subchapter D of chapter 100 of Title 1 of the Rules of the City of New York, relating to equivalent education and construction experience for site safety managers is REPEALED, and paragraphs (2) and (3) are renumbered paragraphs (1) and (2).

**§13.** The introductory language of paragraph (2) of subdivision (a) of section 104-08 of subchapter D of chapter 100 of Title 1 of the Rules of the City of New York, as renumbered by section 12 of this rule, is amended to read as follows:

(2) For the purposes of satisfying the requirements of paragraph [(4)] 3.8 of section 28-402.2, an acceptable 18 month on-the-job training program [shall consist of successful completion] must be completed within two years prior to application [of an OSHA 30-hour safety course] and must meet the following criteria:

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**§14.** Paragraph (1) of subdivision (b) of Section 104-08 of subchapter D of chapter 100 of Title 1 of the Rules of the City of New York, relating to equivalent education and construction experience for site safety coordinators is REPEALED, paragraphs (2) and (3) are renumbered paragraphs (1) and (2), and a new paragraph (3) is added to read as follows:

(3) The term of a site safety coordinator certificate issued to a new or renewal applicant is one (1) year, measured from the date the certificate is issued.

**§15.** Subdivision (c) of Section 104-08 of subchapter D of chapter 100 of Title 1 of the Rules of the City of New York is amended to read as follows:

(c) The term “major building” as used in this rule shall have the meaning given to it in [Chapter 33] section 202 of the New York City Building Code.

**§16.** Subdivision (b) of section 104-11 of subchapter D of chapter 100 of Title 1 of the Rules of the City of New York is amended to read as follows:

(b) Fitness requirements for renewal [and reinstatement]. As a condition of license renewal [or reinstatement], a licensed or previously licensed welder [shall] must provide evidence of fitness to perform the work authorized to be performed by a holder of the license held or once held by the licensee. Such evidence shall consist of:

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**§17.** Section 104-25 of subchapter D of chapter 100 of Title 1 of the Rules of the City of New York, regarding Requirement of a seal for use by licensed oil-burning equipment installers, is REPEALED.

**§18.** Paragraph (2) of subdivision (c) of section 104-26 of subchapter D of chapter 100 of Title 1 of the Rules of the City of New York is amended to read as follows:

(2) If the licensee cannot satisfactorily demonstrate active and legal engagement in the relevant trade, in order to prevent the license from expiring, the licensee must reactivate the license for at least one license term. If the license expires, applicants must comply with late renewal [and reinstatement] requirements of Administrative Code section 28-401.13, and any other applicable rules and regulations.



**NOTICE OF ADOPTION OF RULE**

**NOTICE IS HEREBY GIVEN**, pursuant to the authority vested in the Commissioner of Buildings by Section 643 of the New York City Charter and Title 28 of the Administrative Code of the City of New York, and in accordance with Section 1043 of the Charter, that the Department of Buildings hereby adopts amendments to its rules regarding elevator agency licenses and the addition of a new section 104-13 regarding elevator agency directors, inspectors, technicians and helpers. This rule was first published on January 12, 2022, and a public hearing thereon was held on February 11, 2022.

Dated:

02/24/2022  
New York, New York



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Melanie E. La Rocca  
Commissioner

## Statement of Basis and Purpose of Rule

Elevator licensing provisions are found in Articles 401, 421, 422, 425 and 426 of Title 28 of the Administrative Code. Chapters 750 of 2019 and 55 of 2020 of the laws of the State of New York amended some terminology in Articles 401, 421 and 422, and added new Articles 425 and 426 to Chapter 4 of Title 28 of the New York City Administrative Code, creating three new license types:

- elevator agency technician,
- restricted elevator agency technician, and
- elevator agency helper.

On November 7, 2021, Local Law 126 for the year 2021 lapsed into law and further amended Article 425 in relation to the term of elevator technician licenses and the requirement of a New York State elevator mechanic license in addition to the city technician license.

These rules are amended to reflect the changes made by those laws. Specifically, the amendments:

- Remove fees that no longer apply and add new fees to cover license card processing for the newly created license types.
- Add language regarding the term of the elevator agency technician and restricted elevator agency technician licenses.
- Add a new section regarding the requirement of state elevator licenses in addition to the city licenses issued pursuant to Articles 421, 422, 425 and 426 of the Administrative Code.
- Add elevator agency technician and restricted elevator agency technician licenses to Section 104-26 of Title 1 of the Rules of the City of New York, which relates to the deactivation of licenses.

The Department of Buildings' authority for these rules is found in sections 643 and 1043 of the New York City Charter and Chapter 4 of Title 28 of the New York City Administrative Code.

New material is underlined.

[Deleted material is in brackets.]

Asterisk (\*\*\*) indicates unamended material.

“Shall” and “must” denote mandatory requirements and may be used interchangeably in the rules of this department, unless otherwise specified or unless the context clearly indicates otherwise.

Section 1. Subparagraph (v) of paragraph (2) of subdivision (a) of section 101-02 of subchapter A of chapter 100 of Title 1 of the rules of the City of New York is amended to read as follows:

- (v) Inspection. The Applicant inspects and tests such work on behalf of the owner and in the presence of an independent approved elevator [inspection] agency not

affiliated with the Applicant, which witnesses the test (“witnessing agency”) with following conditions:

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§2. Section 101-03 of Subchapter A of Chapter 100 of Title 1 of the Rules of the City of New York is amended by deleting the entries for private elevator inspector certification and private elevator inspection agency certification, amending the elevator inspector license entry, and adding after the entry for elevator agency inspector license entries for elevator agency technician license card processing, restricted elevator agency technician license card processing and elevator agency helper card, to read as follows:

[Private elevator inspector certification.]	[Initial: \$50]	[Renewal: \$75 triennially]	[Late-renewal: \$50]	[Reissuance: \$50]
[Private elevator inspection agency certification.]	[Initial: \$100]	[Renewal: \$150 triennially]	[Late-renewal: \$50]	[Reissuance: \$50]
Elevator agency director/co-director license.	Initial: \$100	Renewal: \$150	Late-renewal: \$50	Reissuance: \$50
Elevator <u>agency</u> inspector license.	Initial: \$50	Renewal: \$75	Late-renewal: \$50	Reissuance: \$50
<u>Elevator agency technician license card processing.</u>	<u>Initial: \$50</u>	<u>Renewal: \$50</u>	<u>Late-renewal: \$50</u>	<u>Reissuance: \$50</u>
<u>Restricted elevator agency technician license card processing.</u>	<u>Initial: \$50</u>	<u>Renewal: \$50</u>	<u>Late-renewal: \$50</u>	<u>Reissuance: \$50</u>
<u>Elevator agency helper card.</u>	<u>Initial: \$50</u>			<u>Reissuance: \$50</u>

§3. Subparagraphs (vii) and (viii) of paragraph (1) of subdivision (c) of section 104-01 of subchapter D of chapter 100 of Title 1 of the rules of the City of New York are amended to read as follows:

- (vii) [Private] Elevator [Inspection] Agency Director
- (viii) [Private] Elevator [Inspection] Agency Inspector

§4. Paragraph (1) of subdivision (a) of section 104-02 of subchapter D of chapter 100 of Title 1 of the rules of the City of New York is amended to read as follows:

- (1) Elevator [Inspection] Agency Director

§5. Subdivision (i) of section 104-03 of subchapter D of chapter 100 of Title 1 of the rules of the City of New York is re-lettered as subdivision (j) and a new subdivision (i) is added, to read as follows:

(i) The term of an elevator agency technician license or a restricted elevator agency technician license issued in accordance with the provisions of article 425 of Title 28 of the Administrative Code shall be two (2) years, measured from the date the license is originally issued.

§6. Subchapter D of chapter 100 of Title 1 of the rules of the City of New York is amended by adding a new section 104-13, to read as follows:

104-13 Elevator agency directors, elevator agency inspectors, elevator agency technicians and restricted elevator agency technicians and elevator helpers.

(a) New York State elevator license required. In addition to the licenses issued pursuant to Articles 421, 422, 425 and Article 426 of Title 28 of the Administrative Code, the applicable license issued by the New York State Department of Labor pursuant to Article 33 of the state labor law is required in order to perform elevator work as defined in Section 28-401.3 of the Administrative Code.

(b) Permit applications. No application for an elevator work permit shall be accepted by the Department unless the applicant possesses a valid New York state license, as described in subdivision (a).

(c) Permit expiration. Elevator work permits expire upon the expiration or revocation of the required state license during the term of the permit.

(d) Inspection and test reports. No required elevator inspection or test reports shall be accepted by the Department unless the elevator agency inspector possesses a valid New York state license, as described in subdivision (a).

(e) Qualifications. Elevator agency technicians, restricted elevator agency technicians and elevator helpers must meet all applicable qualifications and license requirements in Chapter 4 of Title 28 of the Administrative Code.

§7. Subdivision (a) of section 104-26 of subchapter D of chapter 100 of Title 1 of the rules of the City of New York is amended to read as follows:

(a) Applicability. This section applies to Master Plumbers, Master Fire Suppression Piping Contractors, High Pressure Boiler Operating Engineers, Welders, Riggers, Sign Hangers, Oil Burners, Site Safety Managers, Hoist Machine Operators, [Private] Elevator [Inspection] Agency Inspectors, [and Private] Elevator [Inspection] Agency Directors, Elevator Agency Technicians and Restricted Elevator Agency Technicians.

This rule has an effective date of 10-03-16.

**NEW YORK CITY DEPARTMENT OF BUILDINGS**

**NOTICE OF ADOPTION OF RULE**

**NOTICE IS HEREBY GIVEN**, pursuant to the authority vested in the Commissioner of the Department of Buildings by Section 643 of the New York City Charter and in accordance with Section 1043 of the Charter, that the Department of Buildings hereby adopts Section 104-26 to Subchapter D of Chapter 100 of Title 1 of the Official Compilation of the Rules of the City of New York, regarding Deactivation of Licenses.

This rule was first published on June 8, 2016 and a public hearing thereon was held on July 8, 2016.

Dated: 8.26.16  
New York, New York

  
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Rick D. Chandler, P.E.  
Commissioner

## Statement of Basis and Purpose

The Department of Buildings (DOB) is adding a new Section, 104-26, to Subchapter D of Chapter 100 of Title 1 of the Rules of the City of New York (“RCNY”), which allows DOB licensees to deactivate their licenses while remaining active in their respective trades. DOB is promulgating this rule in response to industry concerns about the operating cost of maintaining licensure while the licensee is not actively practicing as a licensee for business or other reasons.

The rule allows licensees to hold their deactivated licenses without requiring them to carry on businesses and carry insurance, which will relieve them of many of the costs associated with maintaining an active license. However, these licensees are still required to renew their licenses and pay the DOB-related costs of holding their deactivated licenses.

Although a licensee who chooses to deactivate his or her license may continue to work in the licensed trade under the supervision of an active licensee, he or she may not practice in the trade or business as a licensee or hold him or herself out as a licensee while the license is deactivated.

The rule omits Filing Representatives, Construction Superintendents, Concrete Safety Managers, General Contractors and Safety Registrations because members of these trades are not permitted to work under the direction of other licensees. Electricians are also omitted because deactivation of their licenses is already permitted by existing provisions of the Electrical Code.

New material is underlined.

[Deleted material is in brackets.]

“Shall” and “must” denote mandatory requirements and may be used interchangeably in the rules of this department, unless otherwise specified or unless the context clearly indicates otherwise.

Section 1. Subchapter D of chapter 11 of title 1 of the Rules of the City of New York is amended by adding a new section 104-26, to read as follows:

### § 104-26 Deactivation of License.

If the holder of a license issued pursuant to section 28-401.10 of the Administrative Code is no longer engaged in a business or trade licensed by the department, but does not wish to leave the licensed trade, the license holder may so notify the department and submit his or her license and seal to the department for deactivation. If the licensee deactivates such license, the deactivated license shall no longer represent an authorization to engage in a particular trade, occupation, or business. While a licensee who chooses to deactivate his or her license may continue to work in the licensed trade under the supervision of an active licensee, he or she may not practice in the trade or business as a licensee or hold him or herself out as a licensee while the license is deactivated.

(a) Applicability. This section applies to Master Plumbers, Master Fire Suppression Piping Contractors, High Pressure Boiler Operating Engineers, Welders, Riggers, Sign Hangers,

Oil Burners, Site Safety Managers, Hoist Machine Operators, Private Elevator Inspection Agency Inspectors and Private Elevator Inspection Agency Directors.

(b) Deactivation. A license can remain deactivated for a maximum of twelve years after the date of deactivation. If a licensee fails to reactivate a license after this twelve year period, the deactivated license will lapse. In order to deactivate a license, at the time of application for deactivation, the licensee must ensure that:

(1) All outstanding fines, penalties, or fees related to the licensee's professional dealings with the city or any governmental entity are paid, and

(2) There are no violations for work performed under such license pending hearing or in default, and

(3) Open applications filed under such license – including permits, jobs, scaffold notifications, and Limited Alteration Applications (LAAs) that name the licensee, as well as permits issued to the licensee – have been scheduled for inspection in accordance with department procedures, re-filed by another licensee, or withdrawn, and

(4) He or she surrenders his or her license card, plate and/ or seal, if applicable.

(c) Deactivation renewal. While the license is deactivated, the licensee must still submit a renewal application, continue to pay the license renewal fees required during each deactivation period, take any required continuing education courses and maintain certifications required by rule. If the licensee submits the renewal application after the date on which the license would have otherwise expired, the licensee must comply with the relevant provisions of Administrative Code section 28-401.13, and any other applicable rules and regulations.

If a license has been deactivated for more than five, but fewer than twelve, years:

(1) At renewal, the commissioner may require the licensee submit an affidavit and supporting documentation satisfactory to the department stating that, during each of the last three years, the individual has continuously been actively and legally engaged in the trade for which the applicant's license was issued, under the direct supervision of a licensee for their specific trade in order to prevent the deactivated license from expiring.

(2) If the licensee cannot satisfactorily demonstrate active and legal engagement in the relevant trade, in order to prevent the license from expiring, the licensee must reactivate the license for at least one license term. If the license expires, applicants must comply with late renewal and reinstatement requirements of Administrative Code section 28-401.13, and any other applicable rules and regulations.

(d) Reactivation. To reactivate a license, the licensee must comply with the license issuance requirements for his or her specific trade, pay all applicable fees, and submit all forms as prescribed by the commissioner.

(1) If the licensee has complied with the deactivation requirements of this rule, the license may be reactivated up to five years after the date of deactivation.

(2) The department may refuse to reactivate a license on any grounds on the basis of which it could deny, suspend or revoke such license.

(e) Master Plumbers and Master Fire Suppression Piping Contractors must also comply with the certificate of competence requirements of Chapter 4 of Title 28 of the Administrative Code.