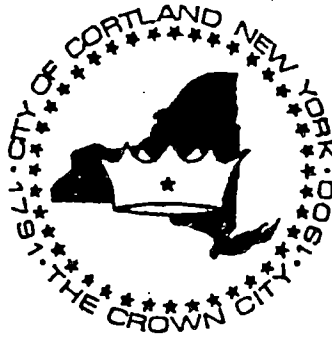


RULES AND REGULATIONS
for
PLUMBING AND DRAINAGE
in the
CITY OF CORTLAND, N.Y.



Approved and adopted by the EXAMINING BOARD OF PLUMBERS,
CORTLAND, N.Y. in conjunction with the CORTLAND COUNTY BOARD
OF HEALTH - pursuant to Section 44, subdivision 3 of the General City
Law of the State of New York.

Effective
October 25, 1978
Revised
November 1988

CITY OF CORTLAND
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CORTLAND COUNTY
BOARD OF HEALTH
James V. Feuss

EXAMINING BOARD OF PLUMBERS
Mark H. Baranello, *Chairman*
Earl L. Clark
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Raymond W. Bilodeau, *Plumbing Inspector*

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**PLUMBING CODE
CITY OF CORTLAND
GENERAL PROVISIONS**

TITLE Rules and Regulations for Plumbing and Drainage in the City of Cortland and local interpretations thereof as set forth by the Code Appeal Board of the City of Cortland, County of Cortland shall be the official code of plumbing in the City of Cortland. New York State Uniform Fire Prevention and Building Code provisions dealing with plumbing and drainage also govern, however, are not included herein.

PURPOSE The purpose of the code is to provide basic and uniform plumbing rules and regulations in terms of performance objectives implemented by specific requirements, establishing reasonable safeguards for sanitation in and adjacent to buildings to protect the public health against the hazards of inadequate or unsanitary plumbing installations.

EFFECTIVE DATE This code shall take effect on the 25th day of October 1978. Revised November 1988.

PARTIAL INVALIDITY If a term, part, provision, selection, subdivision, or paragraph of this Code shall be held unconstitutional, invalid or ineffective in whole or in part, such determination shall not be deemed to invalidate the remaining terms, parts, provisions, sections, subdivisions, and paragraphs.

DEFINITIONS When used in this article, the words "employing or master plumber" shall mean a person having a regular place of business and who, by himself or journeyman plumbers in his employ, performs plumbing work.

CODES APPEAL BOARD The Common Council shall sit as the Codes Appeal Board of the City of Cortland.

APPEAL FROM DECISION OF PLUMBING BOARD OF EXAMINERS
All examination grades issued by the Examining Board of Plumbers, their directives, decisions and/or judgements shall be reviewed by the Codes Appeal Board upon request of any examinee who may be in disagreement with the directives, decisions and/or judgements of the Examining Board of Plumbers or of their ratings of his mechanical examination or the grading of his written examination. Immediately following a hearing of all evidence, the Codes Appeal Board shall either sustain the action of the Examining Board of Plumbers or order re-grading of the examination or a re-examination of the appellant.

**RULES AND REGULATIONS FOR PLUMBING
IN THE CITY OF CORTLAND, N.Y.
(from Article 4, General City Law)**

Section 40 - Definitions

When used in this article, the words "employing or master plumber" shall mean a person having a regular place of business and who, by himself or journeymen plumbers in his employ, performs plumbing work. Added L.1941, c. 443, eff. April 15, 1941.

Section 40-a - EXAMINING BOARDS OF PLUMBERS IN CITIES

The existing boards for examination of plumbers in cities of this State are continued and each shall be known as the examining board of plumbers. Such board in each city shall continue to consist of five persons to be appointed by the mayor, of whom two shall be employing or master plumbers of not less than ten years experience in the business of plumbing, and one shall be a journeyman plumber of like experience, and the other members of such board shall be the chief inspector of plumbing and drainage of such city, or officer performing the duties of such inspector and the chief engineer having charge of sewers in such city, but in the event of there being no such offices in such city, then any two other officers having charge or supervision of the plumbing, drainage or sewage, whom the mayor shall designate or appoint, or two members of the board of health of such city having like duties or acting in like capacities.

Section 41 - TERM OF OFFICE: Vacancies

The term of office of each member of such board shall be three years, from the first day of January following his appointment. Vacancies occurring by expiration of a term shall be filled by the mayor for a full term. Vacancies by death, removal, inability to act, resignation or removal from the city of any member shall be filled by him for the unexpired term. The chief inspector of plumbing and drainage and the engineer in charge of sewers or the officers holding equivalent positions or acting in like capacities designated or appointed by the mayor as herein provided, shall be ex-officio members of such examining boards, and when they shall cease to hold their offices by reason or on account of which they were so designated or appointed, their successors shall act on the examining board in their stead.

Section 42 - COMPENSATION OF MEMBERS OF BOARD

The master and journeymen plumbers serving as members of such board shall receive such compensation for their services as shall be determined by the board of estimate and appointment or other similar body authorized by law to fix and determine the compensation of city officers and employees.

Section 43 - QUALIFICATIONS

All members of such board shall be citizens and actual residents of the cities in which they are appointed; except in the city of Dunkirk where such members may be residents of the county of Chautauqua.

Section 44 - POWERS AND DUTIES

The several examining boards of plumbers shall have power and it shall be their duty:

1. To meet at stated intervals in their respective cities; they shall also meet whenever the board of health of such city or the mayor thereof shall in writing request them so to do.

2. To have jurisdiction over and to examine all persons desiring or intending to engage in the trade, business or calling of plumbing as employing plumbers in the city in which such board shall be appointed with the power of examining persons applying for certificates of competency as such employing or master plumbers or as inspectors of plumbing, to determine their fitness and qualifications for conducting the business of master plumbers or to act as inspector of plumbing, and to issue certificates of competency to all such persons who shall have passed a satisfactory examination before such board and shall be by it determined to be qualified for conducting the business as employing or master plumbers or competent to act as inspectors of plumbing.

3. To formulate in conjunction with the local board of health of the city or an officer, board or body performing the duties of a board of health a code of rules regulating the work of plumbing and drainage in such city, including the materials, workmanship and manner of executing such work and from time to time to add to, amend or alter the same, or in their discretion to adopt the standard plumbing code recommended by the State Department of Health.

4. To charge and collect from each person applying for examination the sum of ten dollars for each examination made by such board, and all monies so collected shall be paid over by the board monthly to the chamberlain or treasurer of such city in which such board shall be appointed.

Section 45 - EXAMINATIONS: Conducting Business Without Certificate Prohibited

A person desiring or intending to conduct the trade, business or calling of a plumber or of plumbing in a city of this State as employing or master plumber, shall be required to submit to an examination before such examining board of plumbers as to his experience and qualifications for such trade,

business or calling, and it shall not be lawful in any city of this State for a person to conduct such trade, business or calling, unless he shall have first obtained a certificate of competency from such board in the city in which he conducts or proposes to conduct such business.

Section 45-A - CORPORATIONS MAY CONDUCT BUSINESS

A domestic corporation desiring or intending to conduct the trade, business or calling of a plumber, or of plumbing in a city of this State, as employing or master plumber, may do so provided one or more officers of such corporation separately or aggregately actually hold and own at least fifty-one per centum of the issued and outstanding capital stock of said corporation, and provided that each of such officers holding such percentage of the stock is the holder of a certificate of competency of such board of the city in which it conducts or proposes to conduct such business as provided in Section 45. In case one or more officers of a corporation engaged in such business shall die, being the holder of a certificate of competency, the corporation may continue to do business during the time necessarily required for the administration of the estate of such deceased officer, not exceeding two years from the granting of letters, provided one or more officers of the corporation is the holder of a certificate of competency and together with the legal representatives of such deceased officer or officers, actually owns and holds at least fifty-one per centum of the issued and outstanding capital stock of the said corporation. Each and every member of said corporation holding a certificate of competency shall comply with all the rules and regulations applicable to master or employing plumbers in the locality in which the corporation is engaged in business. Such corporation shall register as provided in Section 46 of this chapter.

Section 45-B - FURTHER REQUIREMENTS RELATING TO THE BUSINESS OF PLUMBING

1. No person otherwise qualified shall engage in the trade, business or calling of a plumber or of plumbing in a city of this State as employing or master plumber until he has first procured from the Board of Health or the examining board of plumbers if so designated by local law in such city or in the city of New York, from the department of health, a metal plate or sign appropriately lettered or marked "licensed plumber"; such plate or sign to be conspicuously posted in the window of the place where such business is conducted. Any person retiring, abandoning or not actually engaged in such trade, business or calling hereinbefore mentioned, shall surrender to the board of health or the examining board of plumbers if so designated by local law of the city, or in the city of New York, to the department of health such metal plate or sign and shall not again engage in such trade, business or calling until he has again procured a metal sign as herein provided.

2. Within thirty days after this Section takes effect, the board of health or the examining board of plumbers if so designated by local law in every city of this State and in the City of New York, the department of health, shall prepare metal plates signs, at least fourteen inches wide and not less than twenty-two inches in length appropriately lettered or marked "licensed plumber", the lines of each letter to be four inches long and five-eighths of an inch wide; such plate or sign shall, on some part thereof, contain an identification number, which number together with the name and location of the place of business of the person to whom issued shall be recorded in the office of such board of health or the examining board of plumbers if so designated by local law or such department of health in the City of New York. Every person now actually engaged or about to engage in the trade, business or calling of a plumber or of plumbing as employing or master plumber, who has otherwise complied with the provisions of law relating to the conduct of such business upon the payment of five dollars to the board of health or the examining board of plumbers if so designated by local law of such city, or in the City of New York to the department of health, shall have issued to him a sign or plate hereinbefore described. In the city of New York a renewal fee of two dollars per annum shall be charged for each such plate or sign which shall be issued without reexamination, such fee to be paid by the holder of such plate or sign to the department of health annually during the month of January. Any person to whom such plate or sign has been issued who shall loan, rent, sell or transfer the same to another person whether such person be entitled to receive a similar plate or sign or not, or otherwise willfully violates the provisions of this Section shall be guilty of a misdemeanor punishable by a fine of not exceeding fifty dollars for the first offense, and not less than one hundred dollars nor more than five hundred dollars for a subsequent offense, and in addition thereto shall forfeit his license and certificate of qualifications. The provisions of this Section shall apply to all cities of the State including the city of New York.

Section 46 - REGISTRATION: When Required

Every employing or master plumber carrying on his trade, business or calling in any city of this State shall register his name and address at the office of the board of health or the examining board of plumbers if so designated by local law of the city in which he shall conduct such business, under such rules as the respective boards of health or the local board of examining plumbers, in conjunction with the board of health of each of the cities shall prescribe, and thereupon he shall be entitled to receive a certificate of such registration provided, however, that such employing or master plumber shall at the time of applying for such registration hold a certificate of competency from an examining board of plumbers.

Section 47 - CANCELLATION OF REGISTRATION: Notice

Such registration may be cancelled by such board of health or the examining board of plumbers if so designated by local law for a violation of the rules and regulations for the plumbing and drainage of such city duly adopted and enforced therein. after a hearing had before such board of health or the examining board of plumbers if so designated by local law and upon a prior notice of not less than ten days stating the ground of complaint and served on the person charged with the violation, but such revocation shall not be operative unless concurred on by the local board of examiners. It shall not be lawful for any person to engage in or carry on the trade, business or calling of an employing or master plumber in any of the cities of this State, unless his name and address shall have been registered in the city in which he carries on or conducts such business.

Section 48 - INSPECTORS: Qualifications; Notice

The local board of health or an official or board designated by local law of such city, as the case may be shall detail, designate or appoint an inspector or inspectors of plumbing, subject, however, to the provisions or limitations of law, regulating the appointment of such inspectors by such board of health or an official or board designated by local law of such city. All inspectors of plumbing who are detailed, designated or appointed shall be practical plumbers and shall not be engaged directly or indirectly in the business of plumbing, during the period of their appointment. They shall be citizens and actual residents of the city in which they are appointed and before entering upon the discharge of their duties as such inspectors they shall be required to obtain a certificate of competency from said examining board. They shall be entitled to receive compensation to be fixed by the officer, board, commission or department having power to fix salaries generally or, if there be no officer, board, commission or department thereof having such power, by the board of aldermen or common council.

Section 49 - DUTIES OF INSPECTORS: Reports

The inspector or inspectors of plumbing appointed under the provisions of the preceding sections of this article, in addition to their duties prescribed by law or ordinance and those which may be enjoined or required by the appointing power of the city in which they shall be appointed, shall be to inspect the construction and alteration of all plumbing work performed in such city, and to report in writing the results of such inspection to such appointing power of their respective cities. They shall also report in like manner any person engaged in or carrying on the business of employing plumber, without having the certificate hereinbefore provided.

Section 50 - EXPIRATION AND RENEWAL OF CERTIFICATES AND LICENSES

All certificates of registration issued under the provisions of the preceding sections of this article, and all licenses authorizing connections with street sewers or water mains shall expire on the 31st day of December of the year in which they shall be issued, and may be renewed within 30 days preceding such expiration. Such renewals to be for one year from the first day of January in each year.

Section 51 - NOTICE OF VIOLATION OF RULES

Whenever any inspector or other persons reports a violation of any such rules and regulations for plumbing and drainage, or a deviation from any officially approved plan or specification for plumbing and drainage filed with any board or department, the appointing power shall first serve a notice of the violation thereof upon the master plumber doing the work, if a registered plumber.

Section 52 - NOTICE: How Served; Proceedings When Violation Not Removed

Such notice may be served personally or by mail, and if by mail it may be addressed to such master plumber at the address registered by him, but the failure of a master plumber to register will relieve the official or board who or which appoints the plumbing inspector from the requirement of giving notice of violation. Unless the violation is removed within three days after the day of serving or mailing such notice, exclusive of the day of serving or mailing, the official or board who or which appoints the plumbing inspector may proceed according to law.

Section 53 - PLUMBING AND DRAINAGE TO BE EXECUTED ACCORDING TO RULES

The plumbing and drainage of buildings, both public and private, in each of the cities of this State shall be performed by persons authorized under rules and regulations adopted by the local board of examining plumbers, in conjunction with the board of health for plumbing and drainage, and all plumbing and drainage work shall be executed in compliance with such rules and regulations. And all repairs and alterations of the plumbing and drainage of all buildings heretofore constructed shall also be performed and executed in accordance with such rules and regulations; but this Section shall not be construed to repeal any existing provision of law requiring plans for the plumbing and drainage of new buildings to be filed with any local board of health and be previously approved in writing by such board of health and be executed in accordance therewith, except that in case of any conflict with such plan, rules and regulations of the board of examiners, the latter shall govern.

Section 54 - OFFICE ROOM: Expense a City Charge

Each of the examining boards of plumbers shall have power to procure suitable quarters for the transaction of business, to provide the necessary books and stationery and to employ a clerk to keep such books and record the transactions of such board. The board of estimate and apportionment of the common council of the city, as the case may be shall annually insert in the tax levy a sufficient sum to meet all the expenditures incurred under the provisions of this article. The expenses incurred by the several examining boards of plumbers in the execution and performance of the duties imposed by this article shall be a charge on the respective cities and shall be audited, levied, collected and paid in the same manner as other city charges are audited, levied, collected and paid.

Section 55 - VIOLATIONS: How Punished

Any person violating any of the provisions of this article, or any rules or regulations of the board of health or examining board of plumbers in any city regulating the plumbing and drainage of buildings in such city, shall be guilty of a misdemeanor, and on conviction, if a master plumber, shall in addition forfeit any certificate of competency or registration which he may hold under the provisions thereof.

Section 56 - ISSUE OF LICENSE TO CONNECT WITH SEWERS AND WATER MAINS: Restricted

The commissioner of public works of any city, or the officer or officers acting in a like capacity in any of the cities of this State, and having charge of the sewers and water mains therein, shall not issue a license to any one to connect with the sewers or with the water mains of such cities unless such person has obtained and shall produce a certificate of competency from the examining board of such city.

Section 56-a - USE BY THE STATE, INDIVIDUALS AND CORPORATIONS OUTSIDE CORPORATE LIMITS

1. Any city having a population of fifty thousand or less may sell to a public or private corporation, or to an individual, the right to make connection with its sewer system for the purpose of discharging sewage therein from outside the city limits, and fix the term, consideration and conditions therefor. The board shall not sell nor permit the use of its sewer system under this section if thereby such sewer system will be rendered inadequate for the city or its inhabitants. The term "public corporation" shall mean a public corporation as defined in section three of the general corporation law.

2. Any city having a population of fifty thousand or less may contract with the state of New York or with the state authority having control and supervision of any state institution, and the state of New York or the state authority

having control and supervision of any state institution may contract with the board of sewer commissioners of any such city, to provide sewerage and sewage disposal facilities for the conveyance, treatment and disposal of the sewage of such state or state institution either within or without the corporate limit of said city on such conditions and conveying such powers to the state or such state authority and for such consideration and such period of time as said sewer commissioners and the state of New York or such state authority may agree.

3. Any city having a population of fifty thousand or less may contract with the United States of America or with the federal agency, administration or authority having control and supervision of any federal institution or installation to provide sewerage and sewage disposal facilities for the conveyance, treatment and disposal of the sewage of such federal institution or installation either within or without the corporate limits of the city on such conditions, for such consideration and for such period of time as said sewer commissioners and the United States of America or such federal agency, administration or authority may agree.

Section 57 - ARTICLE LIMITED

1. This article shall not apply to any of the following cities: New York, Binghamton, Schenectady, Poughkeepsie.

2. This article, with the exception of section fifty-six-a thereof, shall not apply to the city of Glens Falls.

**RULES AND REGULATIONS
GENERAL PROVISIONS**

P101 NAME AND NATURE

- P101-1** The provisions herein shall constitute and be known as "The Plumbing Rules and Regulations of the City of Cortland, New York."
- P101-2** The New York State Uniform Fire Prevention and Building Code, applicable to plumbing, together with all Rules, Regulations and Ordinances for plumbing in the City of Cortland, New York, shall hereinafter be referred to as the "Plumbing Code."

P102 DEFINITIONS

P102-1 Inspector

The chief inspector of plumbing and drainage charged with the enforcement of the plumbing rules, regulations and code governing plumbing and drainage.

P102-2 The Board or Plumbing Board

The examining and supervising board of Plumbers and Plumbing.

P102-3 Master Plumber

A master plumber is a person who assumes responsible charge and direction of other persons in the installation of plumbing and drainage, holds a certificate of competency issued by the Plumbing Board certifying his fitness to assume such responsibility, and is registered and licensed within the current calendar year.

P102-4 Journeyman Plumber

A journeyman plumber is a person who performs the manual work of installing plumbing and drainage under the direction of a master plumber, and is registered certifying his fitness to assume such responsibility.

P102-5 Apprentice Plumber

Any person in the employment of a registered, licensed plumber who works as a beginner or novice in the trade of plumbing for a minimum of three years.

P102-6 Certificate of Competency

A Certificate issued by the Plumbing Board certifying that the person has been examined by the Plumbing Board — is of good moral character, of temperate habits, and has been found to be qualified and competent to conduct the business of plumbing in this city.

P102-7 Plumbing

The term "plumbing" within buildings shall mean the installation, repair, replacement and relocation of the pipes, fixtures and other apparatus for bringing in and distributing the water supply, removing liquid and waterborne waste, removing rain water and other liquid drainage. The term is also used to denote the installed fixtures, drainage vent and piping of a building.

P102-8 Plumbing Systems

The term "plumbing system" when applied to a building or premises shall include the water supply- distributing pipes, the fixtures and the fixture traps, the soil, waste and vent pipes, the building house drain and the building house sewer and the storm water system, with their devices, appurtenance and connections within the building and adjacent premises. Such term shall also include the primary city water supply to any plumbing fixture, appliance, heating or cooling boiler or compressor, humidifier or any other apparatus or device, automatic or non-automatic, instantaneous, tank or tankless type, direct or indirect domestic water heating equipment or any other type equipment which receives its primary water supply from the Cortland City water system, also includes the main drains or waste from such equipment.

P102-9 Registration

It shall be unlawful to install, alter, add, erect or repair any plumbing system (see definition of plumbing system) in the City of Cortland, New York or for any person to engage in the business of plumbing (see definition of plumbing), to display a sign or to give other notice setting forth or intending to imply that he is engaged in the business of plumbing, unless such person shall furnish to the Examining Board of Plumbers of the City of Cortland a certificate of competency from the Examining Board of Plumbers of said city, certifying such person is qualified to engage in said business as a licensed plumber and shall have registered his name and business address and received a certificate of registration and metal sign from the Examining Board of Plumbers.

P102-10 Registered Licensed Master Plumber

No person other than a registered licensed master plumber shall display a sign that he is capable of performing the work of plumbing or drainage in the City of Cortland, New York nor shall he do advertising pertaining thereto. The false representation of oneself as a master plumber is expressly forbidden.

P103 EXPERIENCE REQUIREMENTS - ELIGIBILITY

P103-1 Master Plumber

No person shall be examined by the Examining Board of Plumbers unless he shall have had experience of at least eight (8) years total. Five (5) years as a journeyman plumber must be inclusive in the eight years experience. Documented proof of such experience is mandatory. The Board of Examiners may, in its discretion, waive the requirements of this subsection where a person's training and experience shall be the substantial equivalent of the foregoing requirements. A person who passes the examination shall be eligible to receive a Certificate of Competency provided that the Board is satisfied that he is a person of good repute, character and responsibility and otherwise qualified to engage in the business of plumbing in the City of Cortland.

P103-2 Journeyman Plumber

a) Every person desiring to engage in plumbing as a journeyman plumber in the City of Cortland shall first apply to the Examining Board of Plumbers in the manner prescribed by the board.

b) No person shall be registered as a journeyman plumber unless he shall have had three (3) years in the plumbing trade under a licensed master plumber. Documented proof of same is mandatory.

P103-3 Apprentice Plumber

Any person to be eligible to register as an apprentice plumber, must at the time of registration be employed by a master plumber.

P103-4 Examinations Required

A person desiring or intending to conduct the business of plumbing in the City of Cortland as employing or master plumber shall submit to an examination before the Examining Board of Plumbers as to his experience and qualifications for such business.

P103-5 Type of Examination

A written examination consisting of questions designed to determine the applicant's fitness and qualifications to engage in the business of employing or master plumber. All written examinations shall be answered in handwriting of the applicant in the English language.

P103-6 Time and Place of Holding Examinations

The times and places of holding examinations shall be at the discretion of the Examining Board of Plumbers. However, the board shall give such examinations frequently and at such times as may be necessary to insure that applicants will not be delayed unreasonably in the taking of such examinations. The board shall give reasonable notice of such times and places to the applicants.

P103-7 Results of Tests and Examinations

The Examining Board of Plumbers shall announce the results of such tests within reasonable time after their completion. Persons who pass the tests and the written examinations, and otherwise prove their fitness as provided, shall be eligible to receive certificates of competency as employing or master plumbers.

P103-8 Fitness and Character

Before issuing a certificate to engage in the business of employing or master plumber, the Examining Board of Plumbers shall inquire into the applicant's fitness and qualifications for conducting such business, and may require the applicant to submit under oath such evidence, in addition to the examination and tests herein before provided as will satisfy the Board that he is a person of good repute, character and responsibility, and otherwise qualified to engage in the business as employing or master plumber.

P104 REGISTRATION - LICENSE

P104-1 Master Plumber

Every employing or master plumber, before engaging in the trade, business or calling of plumbing in the City of Cortland shall appear in person at the office of the plumbing inspector, and register his name and place of business in a book kept for that purpose. He shall furnish a Certificate of Competency, signed by the Examining Board of Plumbers, that the applicant is known to them as a person educated to the business and qualified to receive a license. Upon payment of the designated fee, he shall be entitled to receive a Plumbing License. He

must also obtain the License Plate prescribed by Section 45 of the General City Law. No license shall be issued for more than one year, and must be renewed before the tenth day of January of each succeeding year. The fee for such license shall be \$25.00 annually.

Notice of any change in the place of business of a registered master plumber shall be given to the Plumbing Board. Master plumbers shall not sell, loan or assign their certificates of licenses.

P104-2 Any Type B license issued by the Plumbing Inspector shall be allowed to install water lines from the water board tap, to the shut off, before the meter inside the building, in addition to the sanitary sewer as has been previously the case. Type B license must be tested by the Plumbing Inspector according to the plumbing board's recommendations. Such individuals shall submit documentation of previous experience and qualifications.

Due to the lack of proper facilities and the expense involved in giving skill tests to applicants for a city plumbing license, and to the necessity of ascertaining that said applicant is capable of proper and workmanlike installations, we find the following to be the proper solution.

P104-3 Sewer laterals - effective 1/7/81
Upon proof of competency owners and/or operators of ditch digging equipment shall be issued a type B license, which will allow them to obtain a permit from the Department of Public Works to install sewer laterals from street sewer to the inside of walls of buildings.

Such installations shall be inspected and approved by the plumbing inspector and the Department of Public Works before the work can be covered.

P104-4 Effective 1/7/81
Applicants for plumbing licenses, upon successfully passing the written test, shall be issued a six month temporary certificate. If, at the end of that period, in the opinion of the plumbing inspector and the Examining Board of Plumbers, said applicants' actual installations are done properly as regards materials and workmanship, he shall be issued a permanent city license.

P104-5 Effective 1/7/81

All plumbers licensed by the City of Cortland shall maintain a bonafide place of business with metal "Licensed Plumber" signs prominently displayed, and shall be listed in the classified section of the telephone directory so as to be available to the general public in emergencies.

P104-6 Journeyman Plumber

Registration and renewal fee shall be \$5.00 annually and shall be renewed between the first and tenth day of January of each succeeding year.

P104-7 Apprentice Plumber

Registration and renewal fee shall be \$2.00 annually and shall be renewed between the first and tenth day of January of each succeeding year.

P104-8 No person shall engage in, work at, or conduct the business of plumbing without a license, as provided by law.

P104-9 Vehicle Identification

Every vehicle used in the trade of plumbing in the City of Cortland shall either carry a decal or magnetic sign measuring at least 8" x 12" and stating that the owner holds a certificate of competency issued by the Examining Board of Plumbers of the City of Cortland. Such signs shall have space provided for certificate number.

P105 POWERS AND DUTIES OF THE PLUMBING INSPECTOR

P105-1 Powers

The Plumbing Inspector shall be deemed the administrative agency for the enforcement, compliance, maintaining of records, and inspections necessary to secure compliance with the provisions of the Plumbing Code, as adopted by the City of Cortland.

The plumbing inspector shall be free from personal liability for acts done in good faith in the performance of official duties.

a) The plumbing inspector shall be charged with the duty of administering the plumbing standards and securing compliance therewith, and shall be empowered to adopt rules and regulations necessary for securing such compliance and for its own organization and internal management. Such rules and regulations shall not be in conflict with the plumbing standards or with any provision of the law.

b) The plumbing inspector shall be empowered to request, and shall receive, so far as may be necessary in the discharge of his duties, the cooperation of other officials or agencies of the municipality.

c) The plumbing inspector shall be empowered to require independent inspections and tests of equipment and systems used in connection with premises.

P105-2 Duties

The duties of the plumbing inspector shall be:

- a) The examination and approval of plans and specifications.
- b) The issuance of Plumbing Permits.
- c) The inspection of Plumbing and Drainage.
- d) The conduct of tests.
- e) The issuance of certificates of approval.
- f) Advisory service to the public in matters of plumbing regulations.
- g) The reinspection and sanitary maintenance of plumbing.
- h) Investigation of a written complaint.

It shall be the duty of the inspector of plumbing and drainage to issue all permits for plumbing work, to inspect and pass upon all plumbing of any character being constructed or repaired which he may have any reason to believe is imperfect: to stop the further plumbing work, or use of such plumbing, work order to properly remedy such defects. He shall have the power to require the owner of the premises where such plumbing work is being done, and the plumber in charge of the work, to remedy and defects, and to properly construct and repair any such plumbing work. For that purpose he shall have the power to enter any building or premises, to inspect any such plumbing work, and to prevent the use of such plumbing, until properly remedied as aforesaid, so as to conform with the Rules and Regulations, Plumbing Code, and all requirements of such inspector, to obtain compliance with the Plumbing Code.

P106 INSPECTOR TO INVESTIGATE COMPLAINTS

Said Inspector of Plumbing and Drainage shall investigate all alleged violations of the Plumbing Code reported to him in writing and file complaints against all whom he may have reason to believe are guilty of such violation.

P107

INSPECTOR TO REPORT VIOLATIONS

In case of any violation or alleged violation, the Inspector shall immediately report the same to the city council which shall have the power to make such order, and to take such action as may be proper requiring the owner of such property to comply with these Rules and Regulations; and to replace, repair, reconstruct or reinstall such plumbing in accordance with the Plumbing Code. Any refusal or neglect of such owner to comply with such owner shall subject the owner to the penalties prescribed in these Rules and Regulations.

P108

APPLICATION FOR AND ISSUANCE OF PERMITS

P108-1

Said Inspector of Plumbing and drainage shall not issue any permit except upon a written application, which shall describe the character of the plumbing or repair work to be done, the number and location of street openings, if any, and the number, name and character of plumbing fixtures to be repaired or put in, which shall be signed by the party applying therefore. Plans and/or specifications shall be approved prior to issuance of a permit; and upon approval of such application, plan and/or specification, the inspector shall issue a permit accordingly; the original to be issued to the party applying therefore, and a duplicate, together with such application, shall be kept as a permanent record in the plumbing inspector's office.

P108-2

After a plan or specification has been approved, no alterations of the same will be allowed, except on written application to the plumbing inspector by the owner or agent of the premises on which the work is being done.

P108-3

No person shall be allowed to install, make alterations or repairs to any building sewer, without first obtaining a permit from the plumbing inspector, and having all work inspected during construction and after completion.

P109

PERMIT MUST BE OBTAINED

P109-1

No person shall do any plumbing of any character or repair any plumbing work, or make any extensions to plumbing, or change the location of any fixture until he has made written application therefore to, and received a permit to do same from the Inspector of Plumbing and Drainage; except that no permit shall be required for minor repair of leaks, and the removal of any stoppage in fixtures or waste drain lines when this work can be done without opening a waste line at any place other than regular cleanout openings provided for that purpose.

P109-2 "Minor repairs of leaks" is here defined, for the purpose of this section to be only such as can be repaired or fixed without disconnecting a fixture or any appurtenance thereof.

P109-3 No person shall be entitled to a plumbing permit until he be proven qualified and competent by the plumbing board to install plumbing and drainage in this city.

P110 RESPONSIBILITY FOR PLUMBING WORK

P110-1 The Master Plumber in charge of any work shall be responsible for the construction and completion of the work according to plumbing regulations and ordinances governing plumbing and drainage work in this city. When the master plumber has been issued a certificate of approval, this certificate does not relieve the plumber of his responsibility for any defective work which may have escaped the notice of the Inspector; and when deemed necessary by the Inspector, a test or retest shall be applied to the work by the plumber.

P110-2 For any plumbing or drainage work in the City of Cortland, New York, master plumbers shall employ only competent Journeyman plumbers and apprentices approved by the Plumbing Board. The master or employing number shall not send any person on any job in the capacity of a Journeyman Plumber without such person being in possession of and entitled to a journeyman registration card issued by the Plumbing Board.

P111 INSPECTION AND TEST

P111-1 The plumbing inspector shall be notified promptly when the plumbing and drainage work of any building, or portion thereof, is completed and ready for inspection and/or testing. All work must be left uncovered and convenient for examination until inspected and approved. Any plumbing installed and covered without notice to the inspector must be uncovered for inspection at the direction of said inspector.

If said work shall be found by the inspector to comply with all rules, regulations and code, and shall stand the test or tests as prescribed; the said inspector shall approve the same and affix a sticker indicating approval, bearing the signature of the inspector and the date approved; posted to a conspicuous part of the work involved. The work may then be covered up.

P111-2 The inspector shall have the right to make inspections within 48 hours, after inspection has been called for.

P111-3 No application for inspection of any work will be accepted unless the plumber has previously filed with the plumbing inspector, and had approved by him, an application with specifications and/or plans of the work to be executed.

P112 FINAL INSPECTION - CERTIFICATE OF APPROVAL

P112-1 When the work is fully completed and ready for ordinary use, there shall be notice in writing of the same given to the Inspector of Plumbing and Drainage. When the work has been finally inspected and approved by said Inspector, he shall issue a certificate of approval to the Master Plumber. No new plumbing, old plumbing changed or added to, shall be put to the ordinary uses, until a certificate of approval thereof has been issued by the Inspector.

P112-2 Master Plumbers must make written application for final inspection of all plumbing work done by them within forty-eight hours after completion thereof.

P113 BUILDINGS NOT TO BE OCCUPIED

No owner, agent or tenant shall occupy any new building in this city or allow the same to be occupied by any person, until after the plumbing in such building shall have been approved by the plumbing inspector.

P114 PLUMBING WITHOUT SEWER CONNECTION

When soil or waste pipes or fixtures are placed in buildings, where there are no sewer connections to be had, the necessary ventilation and drainage pipes shall be put in and the work tested and inspected as if for immediate use, and all openings not in use must be properly sealed.

P116 BUILDING SEWERS

P116-1 Main and Sewer Connections

No department, officer or employee of the city having charge or jurisdiction of the city's water mains and/or sanitary sewers and storm sewers, either within or without the territorial limits of the city, shall issue a permit for sewer or water connections to any person, firm, association or corporation unless such firm, association or corporation is a registered licensed plumber and is the holder of a certificate of competency issued by the Examining Board of Plumbers of the City of Cortland, New York, or the holder of the type B license.

- P116-2** Unless otherwise authorized in writing by the Superintendent of Public Works, every building must be separately and independently connected with the main street sewer; and the building sewer must be wholly upon its own premises to the street line.
- P116-3** No sewer shall be less than four (4) inches inside diameter; and shall be laid straight and true to both grade and alignment. A fall of not less than one-quarter (1/4) inch per foot shall be maintained throughout its entire length.
- P116-4** **Building Sewer Materials Shall Conform to the Following:**
- a) Extra heavy weight cast iron soil pipe may be used for any building.
 - b) Service weight cast iron soil pipe may be used only for one and two family dwellings.
 - c) Vitrified clay, asbestos-cement, or other Building Sewer materials may be used only when approved by the plumbing inspector prior to the issuance of the permit.
 - d) Building sewers of independent sanitary drainage systems for chemical waste shall be of materials approved for such use by the plumbing inspector.
- P116-5** Special consideration shall be given to back-filling excavations in city streets as specified by the Department of Public Works.
- P116-6** When buildings are moved or demolished and the use of the building sewer is discontinued, the sewer must be properly sealed before being abandoned.
- P116-7** No roof drains, down spouts, yard drains, sub soil drains or storm water from any source shall be drained into sanitary sewers intended for sewage only.
- P116-8** No sanitary drainage system or part thereof shall be installed so as to discharge sewage into sewers intended for storm water only.
- P116-9** No sewer in this city, or its extensions thereof, shall be considered or used as a combined sewer.

P117

CONDEMNATION OF EXISTING PLUMBING

The plumbing inspector may condemn, and order the renewal of any plumbing, drainage system or fixture that is defective, not in use, or that does not comply with the Plumbing Code.

P118

SPECIAL HOME OWNER RULES AND REGULATIONS

P118-1

Nothing herein contained shall prohibit any bonafide owner from personally installing plumbing in his own private dwelling, provided that said owner shall appear before the Board of Examining Plumbers so as to determine whether said bonafide owner has the necessary knowledge and skill to install, construct or repair the plumbing and drainage in question; and if proven competent by the Board, said owner shall:

- a) File plans and specifications with and obtain approval of the Plumbing Inspector.
- b) Apply for and secure a permit prior to installation or demolition.
- c) Pay all required fees.
- d) Perform the work in accordance with the Code.
- e) Apply for inspection and tests.
- f) Apply for final inspection and certificate of approval.

P118-2

Personal installation by owner (other than Master Plumber) shall be by himself, for himself. The owner exercising this privilege shall not be helped or assisted by any other person, other than a Master Plumber, registered and licensed in the City of Cortland.

P118-3

All building sewers to be connected to street sewer mains shall be installed only by Master Plumbers.

P118-4

A. "Private Property Plumbing": The term "private property plumbing" within buildings shall mean the installation, repair, replacement and relocation of the pipes, fixtures and other apparatus for bringing in and distributing the water supply, removing liquid and other water borne waste through a drainage system by the property owner only on premises actually owned by the owner.

The term does not include any plumbing in new building construction except residential property by the residential owner of such property; it also does not include any industrial plumbing or any plumbing involving chemicals or toxic waste other than sewage wastes, building sewers or water services.

B. All private property plumbing is subject to the permit, fee and inspection requirements and must otherwise meet all Plumbing Code requirements.

C. Private property owner: The actual owner of private real property covered by this article. A tenant or other non-owning occupant shall not be considered a private property owner.

D. Requirement for permit: No person or entity shall do any plumbing work or do any work involving or affecting a plumbing system, except minor repairs, without first obtaining a written permit therefor. This permit shall be obtained from the Plumbing Inspector by the licensed plumber who, or whose firm, has been employed to do such work, or by a private property owner who intends to engage in private property plumbing as defined in this article.

E. Minor repairs defined: Repairs involving only the working parts of a faucet or valve, or the clearance of stoppages, or the stopping of leaks, or the replacement of a defective faucet or valve with a new one of the same or similar type.

F. Fees: No permit for plumbing and drainage work shall be issued, nor reinspections made as necessary, until the fees required for the same are paid in full to the Plumbing Inspector. Fees for private property plumbing shall be in conformance to the fee schedule was established by the Examining Board of Plumbers and posted in the office of the Plumbing Inspector.

G. Certificate of approval: When the work has been finally inspected and approved by said inspector, the inspector shall issue a "Certificate of Approval" to the property owner.

No new plumbing, old plumbing changed or added to, shall be put to ordinary uses until a Certificate of Approval thereof has been issued by the Plumbing Inspector.

H. Violations: Any person or entity who is found in violation of any provision of this article shall be subject to suspension of privileges as a private property owner to secure a permit for private property plumbing for up to one year, in addition to any sanctions or penalties set forth elsewhere in the Municipal Code or New York State Law. Any person or entity charged with incompetency or a violation of this article shall be served with a written notice specifically setting forth the charges of incompetency or violations with which he/she is charged. Such notice shall be served on him/her personally or by registered mail.

P119

PLUMBING WITHIN CITY BOUNDARIES

The plumbing and drainage for all buildings in the City of Cortland, New York shall be executed in accordance with these Rules and Regulations, Plumbing Code, and specifications and/or plans filed, and previously approved in writing by the Plumbing Inspector.

P120 PLUMBING OUTSIDE CITY BOUNDARIES

All plumbing work outside of the city boundary lines, which is connected or intended to be connected, with the city water supply or the city sewer system shall come under the provisions of the Plumbing Code of the City of Cortland.

P121 PENALTY FOR VIOLATIONS

P121-1 Any person, when found guilty of violating any of the Rules for the home owner, or any of the Rules, Regulations or Plumbing Code in this city shall be punishable by a fine not to exceed fifty dollars for the first offense, and not less than one hundred dollars nor more than five hundred dollars for a subsequent offense, and in addition thereto, if a master plumber, shall forfeit his license and certificate of qualification.

P121-2 All violations of Rules, Regulations, standards, Codes and Ordinances for plumbing and drainage in this city may be deemed a misdemeanor.

P122 Reserved for future use.

P123

PARTIAL INVALIDITY

If any term, part, provision, subdivision or paragraph of these Rules and Regulations shall be held unconstitutional, invalid, or ineffective, in whole or in part; such determination shall not be deemed to invalidate the remaining terms, parts, provisions, sections, subdivisions and paragraphs thereof.

P124

Any question arising not already provided for in these Rules and Regulations shall be left to the discretion of the Plumbing Board.

P125

These Rules may be altered or amended by the Examining Board of Plumbers in conjunction with the Board of Health.

P126

HEATING EQUIPMENT

P126-1

Permits are required for the installation of all heating units of any description. All such units shall be installed and vented properly and shall be subject to the inspection and approval of both the heating inspector and the fire marshal.

P126-2

All heating, hardware and/or appliance dealers are required to obtain a license from the City Clerk and pay the fee of ten dollars () for the original license and five dollars renewal fee each year. Contractors who carry a city plumbing license will not be required to obtain a heating license.

P126-3

Plumbing, heating, hardware and appliance dealers desiring or intending to install boilers, furnaces or unit heaters of any type are required to obtain a permit from the Heating Inspector of the City of Cortland and pay an inspection fee of five dollars for each separate installation.

P126-4

Permits are required for new installation or replacement of boilers, furnaces or unit heaters.

P126-5

Estimated heat loss of building and B.T.U. input of units to be installed must be submitted at the time permit is issued.

P126-6

For the purposes of implementation of this chapter, the Plumbing Inspector of the City of Cortland shall be deemed to be and is the Heating Inspector of the City of Cortland.

P127**INSURANCE REQUIREMENTS**

Every licensed plumber and licensed heating contractor actively engaged in the business of plumbing or heating in Cortland County must have on file in the Plumbing Inspector's office Certificate of Insurance covering the following:

- a) Public Liability
- b) Property Damage

Contractor should check with Plumbing Inspector to ascertain minimum coverage.

P128**LOCAL RULES**

1. Where loop vents (barber shop loop) are used, the same pipe must be used for waste and vent.
2. Drinking fountains must not be installed in toilet rooms.
3. All concealed waste pipes must be copper or approved equal.
4. All traps must be accessible for cleaning and repairs.
5. When suds and/or relief vents are necessary, the pipe must be full size through roof.
6. Inspections include materials and workmanship.
7. Laundry trays and plumbing appliances above basement floor must be sanitary connected with the plumbing system (no open drains).
8. When toilet rooms are inside of building without opening to outside, room vents must be installed; 36 sq. in. gravity vented or 3" forced venting (9 sq. in.).
9. Toilet rooms in garages, apartment houses and office buildings where there is a forced ventilation system, the fan for exhaust must be connected to the lighting system of the room.
10. Where a trailer is to be used as a temporary job office, it may be connected with sewer and water. It must be removed from premises on final inspection of the plumbing work.
11. Where new plumbing work and/or alterations are made in doctors' and dentists' offices, the plumber will call the Plumbing Inspector for an approved lay-out. (Each job would be different and we are unable to specify conditions in advance.)
12. Traps must not be bushed on outlet side.
13. Gas hot water heaters must not be installed in any room area of less than 500 cu. feet, unless suitable fresh air inlet is provided — nor can heaters be installed in any bedroom or bathroom.
14. Discharges from drinking fountains and air conditioners shall be connected to open drains.
15. When drains are to be located in coolers that store foods, these drains must be indirectly carried to outside. This prevents back-charge of sewage in storage area.

16. When an auxiliary stack, 3" or larger, is used for waste and returned to main stack for vent, it may be reduced in size according to number of fixtures used. (Never less than 2".)
17. If copper is used for waste for urinals it must be "L" type.
18. A grease trap shall be placed in basement under kitchen in hotels and restaurants. The waste line must be vented and "P" trap used on sink.
19. Vent stack terminus must not be less than ten feet from any building opening.
20. Housetrap fresh air inlet must be same size as trap, up to and including 6". All others may be 6".
21. Where 90 degree turns are to be made on house sewers or any other house drain under ground, two 1/8 bends must be used instead of a 1/4 bend.
22. Sanitary sewers must have clean-outs brought up to grade every 50 feet. Main horizontal lines not less than 1/4" per foot slope.
23. Where trench is dug below the run of the sewer, back fill up to the run of sewer must be made with gravel. Plumbing contractors will be held responsible.
24. Food and bar wastes must be run separate to open connection with running water or faucet.
25. Underground water pipe must be "K" copper with approved flare fittings only — no soldered joints. "L" or "K" copper may be used inside buildings above ground.
26. Water-supply where there is danger of pollution, airbreaks and vacuum breakers must be used.
27. Wall hung blow-out toilets must be individually vented (2" vent).
28. Water test must be on when inspection is made.
29. It is forbidden to use kerosene in all water traps, in closing a home.

30. Natural Gas Piping

Meter Locations: Meter sets should not be installed in locations that are inaccessible for meter reading, repairs, etc., or in locations exposed to the elements.

House Piping: House piping and fittings shall be either wrought iron or steel and of adequate size to supply the demand of the appliances served. The minimum size pipe to various appliances are: range — 3/4", water heater — 1/2", unit heater, floor furnaces, room heaters, etc. — 3/4", central heating, including conversion burners — 1". In all instances where an additional gas appliance is to be connected to the space heating line, the minimum pipe size would be 1-1/4". Cast iron fittings or bushings may not be used as when piping gas feed lines.

Copper Tubing: Flexible connectors or soft copper tubing with flare fittings may only be used as final connection on cooking stoves and gas clothes dryers — between appliance and individual gas stop — not to exceed 4 ft.

Copper piping must never pass through floors, walls or partitions or be installed where subject to physical damage. Soldered copper pipe or fittings may not be used for gas pipe.

Venting: All gas burning appliances must be connected to a suitable chimney or approved type vent that extends above the peak of the roof. Gas ranges and refrigerators do not require a vent. Gas dryers must be exhausted to the outdoors rather than a chimney. Gas incinerators should be vented into a type A vent.

Conversion Burners: The furnace flue for all boilers or furnaces in which gas conversion burners are installed must be equipped with an approved AGA draft diverter. No damper or baffles are allowed. Forced draft or exhauster type equipment will be considered separately.

Safety Controls: All space heating equipment should be equipped with safety controls, such as safety pilot, temperature control and pressure regulators.

31. 1-1/4 inch diameter pipe cannot be used for waste or vent.

32. Any building used for public assembly shall have separate toilets and wash basins for men and women.

33. Approved Plastics: Acrylonitrile-Buladiene-Styrene (A.B.S.) plastic drain, waste and vent pipe and fittings conforming to Commercial Standards CS270-65 and Polyvinyl Chloride (P.V.C.) plastic DWV pipe and fittings conforming to Commercial Standards CS272-65.

(1) Such materials are installed in conformity with Appendices I and II of the applicable standard, the appendices being deemed to be the manufacturing industry's good practice recommendations regarding these materials; and

(2) Such piping is installed with appropriate provisions to accommodate the normal expansion and contraction in length which may be anticipated to occur in A.B.S.-D.W.V. and P.V.C.-D.W.V. materials in service for drainage and vent piping above ground in buildings, i.e. 3.36 inches per 100 feet of straight piping or approximately 3/8 inch per 10 feet of straight piping, the amount of expansion or contraction in those materials corresponding to a temperature change of 50 degrees F. or a pipe temperature range from 40 to 90 degrees F.

(3) Roof flashings for vent extensions through roofs shall allow for expansion and contraction of these materials. Sleeves shall be provided with 1/2 inch clearance where needed to accommodate expansion and contraction of these materials.

34. Water Heaters and Domestic Water Heating

No one other than a registered licensed master plumber shall install the primary city water supply to water heaters and domestic water heating. This includes automatic or non-automatic, instantaneous or tank type water heaters regardless of the type of fuel used to operate such heaters or coils that are connected directly or indirectly with the heating systems or any other apparatus or device that heats domestic hot water and receives its supply from the Cortland city water system. All water heaters and domestic water heating come under the provisions of the term Plumbing System and must have the approval of the Plumbing Inspector before installation is undertaken. All automatic water heaters shall have a T.P. relief valve installed. No relief valve shall be connected to any house drain, sewer, soil, waste or vent pipe.

35. Water Piping and Shut-Off Valves

Water Supply Control. A main shut-off valve on the water-service pipe shall be provided near the curb, and also an accessible shut-off valve with a drip shall be provided on the inner side of the foundation wall. Supply lines taken from pressure or gravity tanks shall be valved at or near their source. There must be a valve on both sides of the meter.

Effective Date

The foregoing Standards, Rules and Regulations shall take effect on October 25, 1978. Revised November 1988.

Repeals

All rules and regulations adopted by the local Board of Examining Plumbers, with approval of the Cortland County Board of Health made effective on October 25, 1978, and are hereby amended.

SPECIAL DOMESTIC SPRINKLER INSTALLATION

