

Date

Department of Housing, Buildings and Construction  
Division of Plumbing  
500 Mero St, 1<sup>st</sup> Floor  
Frankfort, KY 40601

Dear Sir:

I, (your name), licensed master (your license number), do hereby notify you that I will represent, (company name you are representing), (company's complete business address) as their licensed plumber in accordance with KRS 318.110.

I shall be responsible for all the plumbing activities of this company including the procurement of all plumbing construction permits, the supervision of all licensed journeyman plumbers, and for the conformity to all provisions of the Kentucky State Plumbing Code.

I further state that I will notify your office at any time I may sever my relationship with this company, and if I sever my relationship with this company, I will be responsible for all installations of which I have secured plumbing construction permits in my name.

I will further assume responsibility for any plumbing construction permits that have been secured by any other licensed master plumber who has been previously associated with this company.

Your Signature

\_\_\_\_\_

**Notary Information**

Commonwealth of Kentucky  
County \_\_\_\_\_

Subscribed and sworn to before me by \_\_\_\_\_, on this  
\_\_\_\_ day of \_\_\_\_\_.

My Commission Expires: \_\_\_\_\_

Notary's Signature

\_\_\_\_\_

**THIS LETTER MUST BE IN DUPLICATE AND NOTARIZED**