**Section 750.600 Organization of Plumbing Firms**

At least one member of every firm, association or partnership engaged in plumbing work, and at least one corporate officer of every corporation engaged in plumbing work, shall be a licensed plumber. The licensed plumber who is a corporate officer shall be individually responsible for all plumbing work performed by employees of the corporation, as documented by payroll records, time sheets or W-2 forms. Acceptable documentation to prove compliance with this requirement includes the following:

a) For corporations: Minutes of the meeting of the board of directors during which a licensed plumber was appointed to fill a corporate office provided for in the by-laws of the corporation. By-Laws of the corporation must be submitted in addition to minutes if the licensed plumber is appointed to any corporate office other than president, vice-president, secretary or treasurer.

b) For partnerships: A copy of the written partnership agreement. If the written partnership agreement has been executed, a letter describing the partnership, business activities of the partnership, local business licenses, and the status of the licensed plumber within the partnership.

c) For sole proprietorships, firms and associations: A letter describing the form of business, general business activities, local business licenses, and the status of the licensed plumber within the firm or association. A firm or association which is doing business as a corporation or partnership shall comply with this Section.

(Source: Amended at 24 Ill. Reg. 12019, effective August 1, 2000)