



## PUTNAM COUNTY PLUMBING/MECHANICAL TRADES BOARD

October 2023

Dear Putnam County Master Plumber/Mechanical Trades License Holder:

On December 31, 2023, your Putnam County license will expire. You must possess a 2024 license to legally work in Putnam County on or after January 1, 2024.

### **PLEASE BE SURE TO CAREFULLY READ THE 2024 REQUIREMENTS.**

Return your completed 2024 application along with all insurance requirements and licensing fee of \$500.00 (check or money order only) made payable to the **COMMISSIONER OF FINANCE** (cash will not be accepted). It is your responsibility to submit current copies of your general liability, workers' compensation insurance and the license & permit bond or bond continuation certificate. If you are submitting a new bond, make sure it has been signed by the principal of the company.

**Also, please note that, as the license holder, it is your responsibility to make sure Journeymen in your employ are registered, and that their registrations are current.**

### **DON'T FORGET:**

- **The application that is available online is designed so you can easily type in your information. You will still be required to print and send it to the Plumbing Board for processing.**
- **All applications can be found under the Plumbing/Mechanical Trades tab at <https://www.putnamcountyny.com/consumer-affairs/>**
- **ONE DECAL IS INCLUDED WITH EACH LICENSE – DO NOT OVERPAY OR YOUR APPLICATION WILL BE RETURNED.** Additional decals can be purchased for \$6.00 each. Every company vehicle must display a decal. Failure to comply may result in a fine and prosecution. ***This will be strictly enforced!***

You are encouraged to file your renewal application early so that you will be assured of receiving your 2024 license on time. Applications will be processed in the order in which they are received. Incomplete applications will be returned unprocessed. Please allow 21 business days for the processing of your application and the issuance of the 2024 license.

If you have any questions regarding the 2024 application process, please contact the Plumbing Board Office at (845) 808-1617 ext. 46026, Monday through Friday, 8:00 AM – 4:00 PM.



## PUTNAM COUNTY PLUMBING/MECHANICAL TRADES BOARD MASTER RENEWAL APPLICATION INSTRUCTIONS

Attached are instructions for the renewal of your Master Plumber's or Mechanical Trades License. You must possess a current license to legally work in Putnam County.

It is your responsibility to submit the following with your signed application on or BEFORE December 31<sup>st</sup>, 2023.

**CERTIFICATE OF LIABILITY INSURANCE for \$1,000,000 (for the licensing year)**

*Requirements:*

- Putnam County **MUST** be listed as Certificate holder **AND MUST** be listed as additionally insured.
- Scope of work **MUST** be included in the description.

**WORKER'S COMPENSATION FORM (C105.2 or U26.3) or EXEMPTION FORM (CE-200) (for the licensing year)**

*Requirements:*

- Putnam County **MUST** be listed as Certificate Holder  
**Note: Policy numbers on the ACORD form are NOT acceptable proof**
- If you have employees, you **MUST** fill out a Worker's Compensation certificate (C105.2 or U-26.3).
- If you do NOT have employees, you **MUST** fill out a Worker's Compensation Waiver online (Form CE-200) at [www.wcb.ny.gov](http://www.wcb.ny.gov) and submit a signed, original copy.
- Exact company name plus any dba information must be listed.

**ORIGINAL CONTINUATION CERTIFICATE or NEW LICENSE & PERMIT BOND IN THE AMOUNT OF \$25,000.00**

*Requirements:*

- The bond **MUST** be for a minimum of a **1-year** period.
- Original bonds MUST be signed by the licensee.** A copy of a Continuation Certificate is acceptable.

**CHILD SUPPORT FORM** (attached) -- Must contain **complete Social Security Number**. NYS requirement whether you have child support issues or not.

Copies of **2023 LICENSES** - if held in other municipalities.

Copies of all **VEHICLE REGISTRATION** cards for the vehicles used in the course of your business. Window stickers will not be accepted.

**NOTE: ONE DECAL IS INCLUDED WITH EACH LICENSE – DO NOT OVERPAY OR YOUR APPLICATION WILL BE RETURNED; EACH ADDITIONAL DECAL IS A \$6.00 FEE.**

**LICENSE FEE** - \$500.00 in the form of a check or money order made payable to the **Commissioner of Finance** – *this payment is for an annual license. This fee includes one vehicle decal for each license being renewed.*

**PHOTO** (Only if the photo on file is greater than 6 years old). Email in JPEG format to:  
[ellen.sorrento@putnamcountyny.gov](mailto:ellen.sorrento@putnamcountyny.gov)

**JOURNEYMAN REGISTRATIONS FOR EMPLOYEES, IF APPLICABLE** – **Forms are available on the website. If no Journeymen, disregard.**

**NOTE:**

- ANY APPLICATION SUBMITTED WITHOUT ALL OF THE ABOVE-LISTED REQUIREMENTS WILL BE CONSIDERED INCOMPLETE AND WILL BE RETURNED.
- APPLICATIONS RECEIVED **AFTER DECEMBER 31<sup>st</sup>, 2023**, ARE SUBJECT TO A LATE FEE. \* A current copy of the Putnam County Law can be found online at: <https://ecode360.com/32941037>



**PUTNAM COUNTY**  
 Office of Consumer Affairs  
 110 Old Route 6 Bldg. 3  
 Carmel, NY 10512  
 Phone: (845) 808-1617 Ext. 46026  
 Fax: (845) 808-1928  
[www.putnamcountyny.com/consumer-affairs/](http://www.putnamcountyny.com/consumer-affairs/)

FOR OFFICE USE ONLY	
License No. _____	Acct# _____
Fee Amount: _____	<input type="checkbox"/> Check #: _____
Credit/debit card: _____	
<input type="checkbox"/> M.O. #: _____	# of Decals _____
Bus Owner# _____	Child Support: <input type="checkbox"/> Y <input type="checkbox"/> N
W/C: _____	C of L: _____
Bond Exp. _____	Agent/Oper. # _____

**2024 PLUMBING/MECHANICAL TRADES MASTER RENEWAL APPLICATION**  
**TYPE OR PRINT CLEARLY- INCOMPLETE OR UNREADABLE APPLICATIONS WILL BE RETURNED**

**Type of Plumbing/Mechanical trade:** Please check  the trade in which you are seeking licensing:

- Plumbing       Sheet Metal       LP Gas Installer       Heating       HVAC  
 Oil burner/N.O.R.A.       Water Treatment       Pump Installer       Water Well Drilling  
 Fire Sprinklers Installer       Fire Sprinklers Inspector       Refrigeration       Geothermal Drilling

**Reciprocation License** (please indicate what municipality you are receiving the Putnam County license through)

- Westchester County (2002 and later)      License No.: \_\_\_\_\_  
 Rockland County (2022 AND PRIOR)      License No.: \_\_\_\_\_      Trade: \_\_\_\_\_  
 Town of Poughkeepsie      License No.: \_\_\_\_\_      Trade: \_\_\_\_\_

**Applicant Information (Complete ALL sections)**

Licensee Name: \_\_\_\_\_ Putnam County License No.: \_\_\_\_\_  
 Address: \_\_\_\_\_ Home Phone No.: \_\_\_\_\_  
 \_\_\_\_\_ Cell Phone No.: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Email (required): \_\_\_\_\_

**Company Information**

Company Name: \_\_\_\_\_

**On a separate sheet of paper, list all Partners, and Registered Journeymen working for this company.**

Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
 \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email (required): \_\_\_\_\_

- Has your home address, email address or any telephone number changed **since your last application?**  YES  NO
  - Have there been any judgments and or pending judgements against you **since your last application?**  YES  NO  
 If "YES", please give details below. **Include a certified copy of your Certificate of Disposition.**
  - Have there been any criminal convictions or pending convictions against you **since your last application?**  YES  NO
- Explain: \_\_\_\_\_

In consideration of being granted a Putnam County Master license, it is agreed that the applicant will comply with the rules and regulations of the Putnam County Plumbing/Mechanical trades law. I understand that all Journeymen in my employ must be registered with Putnam County.

I certify that the information on this application is true and accurate and understand that any incomplete, inaccurate, or false information may cause the registration to be delayed, denied, suspended, or revoked.

**PENALTY FOR FALSIFICATION** – Falsification of any statement made herein is an offense punishable by a fine and/or imprisonment. All completed licenses will be mailed to the business address.

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

Division of Safety and Health  
License and Certificate Unit  
Harriman State Office Campus  
Building 12, Room 161A  
Albany NY 12240  
(518) 457-2735

## WE ARE YOUR DOL



[www.labor.ny.gov](http://www.labor.ny.gov)  
[license&certificate@labor.ny.gov](mailto:license&certificate@labor.ny.gov)

### Appendix to a License/Certificate Application

The child support obligations  
(New York State General Obligations Law Title 5 section 3-503)  
do not apply to corporations.

Complete, sign and date this form if you are applying for a license/certificate or license/certificate renewal.

#### Applicant's Information

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle initial: \_\_\_\_\_

Social Security number: \_\_\_\_\_

The type of license/certificate requested: \_\_\_\_\_

Business: \_\_\_\_\_ Title: \_\_\_\_\_

#### Certification

Are you under an obligation to pay child support? If yes, complete items 1 - 4.  Yes  No

1. I am making payments in accordance with a plan agreed upon by the parties.  Yes  No

2. I am four months or more behind in the payment of child support.  Yes  No

3. My child support obligation is the subject of a pending court proceeding.  Yes  No

4. I am receiving public assistance or supplemental security income.  Yes  No

**If you are four months or more behind in child support or have failed to comply with a summons, subpoena or warrant relating to a paternity or child support proceeding, you may be subject to suspension of your business, professional and/or driver licenses.**

#### Affirmation

I acknowledge that giving false information is a crime and may result in this license/certificate being revoked.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_