

Joseph A. LaBarbera
Director

Jeffrey Andrews
Inspector
Weights & Measures



PUTNAM COUNTY CONSUMER AFFAIRS
Weights & Measures
Trades Licensing & Registration

Sherrie Gilmore, Secretary
Electrical Board
845-225-6361

Bernadette Carroll, Secretary
Consumer Affairs
845-225-2039

Barbara Schech, Secretary
Plumbing/Mechanical Board
845-225-1958

IMPORTANT NOTICE

Attention Home Improvement Contractors:

The Putnam County Consumer Affairs Department has updated its registration process. Contractors can now e-mail us a photo which will be kept in a database for future use. Preferably, your picture should be a shot from shoulders to head with a blue background. Please name your photo in the following manner; company name (space) last name (space) first name, do not use periods or commas. Save your photo in a .jpg format.

If you are unable to e-mail us a picture you may come into our office located at 110 Old Route 6, Building #3, Carmel, NY, Monday through Friday, between the hours of 8:30 a.m. to 12:00 p.m. or 2:00 p.m. to 3:30 p.m. to have your picture taken.

At the time of renewal or if you are a new applicant, please make sure that your photo is e-mailed to Contractors@putnamcountyny.gov . Please include your Contractor Registration number in the e-mail. Also, indicate on your application that your picture was sent via e-mail.

Thank you for your attention to this matter.

/bc

Picture Notification

Donald B. Smith County Government Campus
110 Old Route Six ✕ Building No. Three ✕ Carmel, New York 10512

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This is a reminder that your home improvement contractor registration is due for renewal soon. Please, complete the enclosed application and return it along with the following:

- 1) Certificate of insurance for liability coverage with Putnam County Consumer Affairs as the certificate holder and named as '**additional insured**'. Also, it MUST list the '**description of operations**'.
- 2) Certificates for **worker's compensation** and **disability insurance** with Putnam County Consumer Affairs as the certificate holder. (Policy numbers on the ACORD form are not acceptable proof. (**C105.2** and **DB120.1** certificates must accompany your application).
If you have no employees, complete the **Workers Comp waiver on-line** at www.wcb.state.ny.us.
- 3) Original continuation certificate or new **License & Permit Bond** in the amount of \$25,000 to remain in effect throughout the entire period of the registration (**two years**).
- 4) In accordance with General Obligation Law, all applicants MUST complete and notarize the **Child Support Form** and submit it with this application.
- 5) All applicants must complete and notarize the attached affidavit of compliance with **E-Verify**. (www.USCIS.gov/e-verify)
- 6) Copies of **current licenses** held in other jurisdictions.
- 7) Copies of all **vehicle registration** cards for the vehicles used in the course of your business.
- 8) **E-Mail a photo** of the owner, partner or highest-ranking corporate officer to contractors@putnamcountyny.gov. Name your photo in the following manner; **company name, last name, first name**. (.jpg format)
- 9) Registration fee of **\$250.00** for two years in the form of check or money order made payable to the *Commissioner of Finance*.
Any renewal submitted after the expiration date is \$275.00.
- 10) **One** vehicle sticker is included; the fee is **\$5.00 for each additional sticker**.

Renewals submitted **after** the expiration dates are subject to \$25.00 late fee.

Any application **received without ALL the above information** will be considered invalid and **returned** as unapproved, possibly incurring late fees. Feel free to call if you have any questions.

Enc: Renewal application, Bond Sample, Child Support Form

LICENSE AND PERMIT BOND

BOND No:

KNOW ALL MEN BY THESE PRESENTS:

That we, (John Doe, - dba, Inc., LLC, etc.) of the (town-city-etc) of (town-city name), State of _____, as Principal, and (Bond company) a Corporation duly licensed to do business in the State of _____, as Surety, are held and firmly bound unto the (Putnam County-Dept. of Consumer Affairs) State of New York, Obligee, in the amount of Twenty-Five Thousand and no/100 (\$25,000.00) DOLLARS, (Valid only when a County, City, Town or Village is named as Obligee) (NOT VALID FOR MORE THAN \$25,000)

lawful money of the United States, to be paid to the said Obligee, for which payment well and truly to be made, we bind ourselves and our legal representatives, jointly and severally.

THE CONDITION OF THIS OBLIGATION IS SUCH, That whereas, the Principal has been licensed (as a home improvement contractor) by the Obligee,

NOW THEREFORE, If THE Principal shall faithfully perform the duties and comply with the laws and ordinances (including all amendments), pertaining to the license or permit, then this obligation to be void, otherwise to remain in full force and effect for a period commencing on the _____ day of _____, 20____, and ending on the _____ day of _____, 20____, unless renewed by continuation certificate. ****MUST RUN FOR ENTIRE TWO YEAR TERM OF REGISTRATION****

This bond may be terminated at any time by the Surety upon sending notice in writing to the Obligee and to the Principal, in care of the Obligee or at such other address as the Surety deems reasonable, and at the expiration of thirty-five (35) days from the mailing of notice or as soon thereafter as permitted by applicable law, whichever is later, this bond shall terminate and the Surety shall be relieved from any subsequent acts or omissions of the Principal.

Dated this _____ day of _____, 19____

Principal
John Doe (Signature)
Principal

Countersigned

By _____ Agent's Signature
Resident Agent

BY _____ President

CHILD SUPPORT OBLIGATIONS

Section 3 - 503 of the New York State General Obligations Law requires the following:

"2. Every applicant for a license or renewal thereof shall certify in the application in a written statement under oath, duly sworn and subscribed, that as of the date the application is filed he or she is (or is not) under an obligation to pay child support and that if he or she is under such an obligation, that he or she does (or does not) meet one of the following requirements..."

A "LICENSE" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession, and shall also include any registration required by law or agency regulation as a condition for such lawful practice.

PERSONS WHO ARE FOUR MONTHS OR MORE IN ARREARS IN CHILD SUPPORT OR WHO HAVE FAILED TO COMPLY WITH A SUMMONS, SUBPOENA OR WARRANT RELATING TO A PATERNITY OR CHILD SUPPORT PROCEEDING MAY BE SUBJECT TO SUSPENSION OF THEIR BUSINESS, PROFESSIONAL AND/OR DRIVER'S LICENSES.

Section 3-503.3 states that an applicant who has child support obligations and who meets one of the requirements in items 1 - 4 may have their license, permit, registration, certificate, approval, etc., issued or renewed.

"...but such license shall expire in six months unless before that time the applicant submits a written certification under oath, duly sworn and subscribed that he or she:

- a. is no longer in arrears in the payment of child support ; or
- b. is making payments by income execution or by court agreed payment or repayment plan or by plan agreed to by the parties or repayment plan with the appropriate support collection unit; or
- c. the child support obligation is the subject of a pending court proceeding; or
- d. he or she is receiving public assistance or supplemental security income.

Upon the submission of such certification, the expiration date of such license shall be governed by the agency's customary practice and no fee, in addition to the initial license application fee, shall be charged unless the six month period has expired.

Section 3-503.5, states in part,

"... THAT THE INTENTIONAL SUBMISSION OF FALSE WRITTEN STATEMENTS FOR THE PURPOSE OF FRUSTRATING OR DEFEATING THE LAWFUL ENFORCEMENT OF SUPPORT OBLIGATIONS IS PUNISHABLE PURSUANT TO SECTION 175.35 OF THE PENAL LAW."