October 2019

This is a reminder that your Master Electrician and/or Low Voltage/Lmtd Data Comm. Technician license expires December 31, 2019. Similar to last year, we will NOT be mailing renewal packets.

Please follow the instructions below to download and print your 2020 RENEWAL PACKET from the Putnam County website. This includes the Shelving Affidavit, should you decide to shelve your license in 2020.
. Under Electrical Examiners, click:
   2020 Master Electrician and Low Voltage/Lmtd Data Comm.Tech. renewal packet
. Download and print forms (Forms may be completed online and printed)

If you do not have access to a computer to download a renewal packet or shelving affidavit, you can obtain one from our office.

Completion of a Continuing Education Class is required for Masters only.

ALSO NOTE: Anyone with an outstanding violation will not be renewed until the fee has been satisfied.

The renewal fee is $500 for Master Electricians; $150 for Low Voltage/Lmtd Data Comm. Tech. Shelving fee is $50. Check or money order should be made out to the Commissioner of Finance. Credit card payments accepted in office only.

Renewal applications received after December 31st will be subject to late fees as follows:
   If received after December 31st add: $100
   If received after January 31st add: $200
   If received after February 28th add: $300

*THERE IS NO GRACE PERIOD*

Shelving affidavits received between Jan.1st – Mar 31st will be subject to a late fee of $25.

Fee for certified copy is $10.

Applications should be mailed to: Putnam County Office of Consumer Affairs
   Attn: Electrical Board
   110 Old Route Six, Building Three
   Carmel, NY 10512

Westchester County Electricians who reciprocate with Putnam County are not bound by renewal deadline or late fees and do NOT need to shelve.

If you have any questions, do not hesitate to contact our office.

Putnam County Board of Electrical Examiners
REQUIREMENTS FOR OBTAINING A PUTNAM COUNTY ELECTRICAL LICENSE

Only use this package if you either passed the exam for Putnam County, are renewing the Putnam Master Electrical license or Low Voltage/Lmtd Data Comm. Tech license, or are reciprocating the Westchester Master Electrical License.

All licenses expire December 31st. LATE FEES CHARGED FOR APPLICATIONS RECEIVED AFTER DECEMBER 31ST

ALL APPLICATIONS MUST BE COMPLETED, SIGNED AND NOTARIZED. Any application submitted without all the requested information and documentation will be returned and considered invalid.

☐ APPLICATION

☐ Include a CERTIFICATE OF LIABILITY INSURANCE
  Requirements:
  □ Certificate Holder must be Putnam County Electrical Board, 110 Old Route 6, Bldg. 3, Carmel, NY 10512
  □ Putnam County MUST be Additional Insured

☐ Include WORKERS’ COMPENSATION FORM (C105.2)
  Requirements:
  □ Certificate Holder MUST be Putnam County Electrical Board
  □ *NOTE: If Workers’ Compensation is not required, you MUST complete a Workers’ Compensation Waiver (Form CE-200) at www.wcb.ny.gov This form must be printed, signed and submitted.

☐ Include ORIGINAL LICENSE & PERMIT BOND IN THE AMOUNT OF $25,000.00 OR A CONTINUATION CERTIFICATE
  Requirements:
  □ Bond MUST be for 1 year period and MUST run concurrently with the license
  □ Putnam County MUST be the obligee
  □ Original bond MUST be signed by the principal

☐ Complete the attached CHILD SUPPORT FORM pursuant to NYS General Obligations Law, Section 3-503

☐ Copy of VEHICLE REGISTRATION cards for vehicles used in the course of your business.

☐ Include a copy of a valid DRIVER’S LICENSE from the state in which you reside or proof of current home street address, if different from address on driver’s license.

☐ Copy of Certificate showing completion of a CONTINUING EDUCATION CLASS (for Masters and Reciprocals, only)

☐ To obtain a reciprocal license, include a certified copy of a current valid WESTCHESTER COUNTY ELECTRICAL LICENSE

☐ Include the LICENSING FEE in the form of a check or money order in the amount of $500.00 made payable to Commissioner of Finance ($150 for Low Voltage/Lmtd Data Comm. Tech). Credit card payments accepted in office only.

This fee includes one vehicle decal; each additional decal is a $6.00 fee. If application is submitted after December 31st, you MUST include the appropriate late fee (Does not apply to Reciprocals).

Late Fees:
  If received after December 31st: $300
  If received after January 31st: $200
  If received after February 28th: $100

If you are a FIRST TIME APPLICANT please ALSO INCLUDE THE FOLLOWING DOCUMENTS:

☐ Include a PHOTO of the licensee - Requirements: This photo MUST be submitted by sending an e-mail to athena.arvan@putnamcountyny.gov *NOTE: This photo must be a headshot. No photos with hats/sun glasses are accepted. Also, if sending by e-mail MUST include first and last name of licensee in the subject bar and the photo MUST be submitted in jpeg format.

Check one:
  • For Individual (using assumed name or d/b/a):
    □ MUST include a copy of a CERTIFIED BUSINESS CERTIFICATE
  • For Partnerships:
    □ MUST include a copy of a CERTIFIED PARTNERSHIP CERTIFICATE
  • For Corporations:
    □ MUST include a copy of a CORPORATE FILING RECEIPT

 вопросы? Пожалуйста, дайте нам знать, если у вас есть вопросы athena.arvan@putnamcountyny.gov  THANK YOU for your compliance of Putnam County Electricians Law

Revised 9/10/19          File Name: 2020 Master Elec and Low Voltage/Lmtd Data Comm Tech. Renewal Packet
COUNTY OF PUTNAM
Department of Consumer Affairs/Electrical Board
110 Old Route 6 Bldg. 3
Carmel, NY 10512
(845) 808-1617
http://www.putnamcountyny.com/consumer-affairs/

CHECK IF CERTIFIED COPY REQUESTED: _____

FOR OFFICE USE ONLY
License No. ________________________ Year: __________
Fee Amount: ____________ Receipt No: ____________
☐ Co. Check #: ____________ ☐ Pers. Check #: ____________
☐ Credit/debit card conf. no. ____________
C of L: ____________ W/C: ____________
Bond Exp: ____________ Child Support: ☐ Y ☐ N
Proof of Home Address/Driver’s License ☐ Y ☐ N
No. of Decals ____________ Cert. West. Lic. ☐ Y ☐ N
CEU cert: ☐ Y ☐ N C of D on file: ☐ Y ☐ N ☐ N/A
Processed: ____________

2020 MASTER ELEC. AND LOW VOLTAGE/LMTD DATA COMM.TECH. RENEWAL
Please complete, have notarized and return by 12/31/2019. LATE FEES CHARGED AFTER 12/31/19.
Check ☐ one and include lic. no. ☐ Master # M ☐ Low Volt/Lmtd Data # L ☐ Recip. # R ☐ Special
Name: ____________________________________________
Home Address: __________________________ City/State/Zip: __________________________
Home Phone: __________________________ Cell Phone: __________________________
Email: __________________________________________
Business Name: __________________________
Company Address: __________________________ City/State/Zip: __________________________
Company Phone: __________________________ Cell Phone: __________________________
Email: __________________________________________

Where should we mail correspondence that relates to your Electrical License? Circle one:
Mailing Address (if different from above):

Token: HOME COMPANY

Have there been any unsatisfied judgments against you since your last application? Circle one:
If yes, include a certified copy of your Certificate of Disposition.
YES ☐ NO ☐

Please list all municipalities/facilities where you are presently licensed as a Master/Special Electrician:

Have you ever had a professional or vocational license suspended, refused, or revoked? Circle one:
If yes, explain:
YES ☐ NO ☐

AFFIDAVIT

In consideration of being granted a Putnam County Master’s or Low Voltage Lmtd. Data Comm. Technician’s license, it is agreed that
the applicant will comply with the rules and regulations of the Putnam County Electrician’s law.

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.

SIGNATURE OF APPLICANT: __________________________
DATE: __________________________

Sworn before me on the ____________ day of ____________ in the year 20 ____________
Notary Signature: __________________________ Notary Stamp: __________________________

Revised 9/10/19 File Name: 2020 Master Elec and Low Voltage/Lmtd Data Comm Tech. Renewal Packet
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: __________________________
April 7, 2020

RE: Renewal of Westchester Reciprocal Licenses without CEU certificates

Due to the suspension of Continuing Education classes (CEU) because of the COVID-19 epidemic, we are accepting the renewal of Westchester reciprocal licenses WITHOUT the inclusion of the CEU certificate for now.

Stipulation is that as soon as CEU classes resume, the electrician registers within thirty (30) days of the availability of classes and provides us with a copy of the registration confirmation. Certificate of CEU class completion to immediately follow.

Failure to abide by this stipulation will result in immediate suspension of your Putnam County License.

AFFIDAVIT

In consideration of being granted a Putnam County Master electrician license, it is agreed that:

. I will register for a CEU class within thirty (30) days of the resumption of CEU classes with an approved Continuing Education Provider.
. A copy of the registration confirmation will be submitted/mailed to athena.arvan@putnamcountyny.gov
. A copy of CEU certificate to follow upon completion of the class.

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.

SIGNATURE OF APPLICANT: ___________________________________________

DATE: ______________________

Sworn before me on the ____________ day of ______________ in the year 20 ___.

Notary Signature: ___________________________________________

Notary Stamp:

4/7/20 File Name: CEU exemption affidavit