



PUTNAM COUNTY CONSUMER AFFAIRS

Weights & Measures

Trades Licensing & Registration

PLUMBING/MECHANICAL JOURNEYMAN
SHELVE INSTRUCTIONS

Attached is the **(Optional)** shelving affidavit. This affidavit applies to anyone wishing to shelve their 2018-2020 Journeyman registration.

The signed affidavit must be returned to this office before July 1, 2018. If you do not have the affidavit in the office by the required date, you will be considered late and will be subject to additional fees.

The fee for shelving your registration is \$50.00 for your two year registration. Check or Money Order should be made out to the COMMISSIONER OF FINANCE. Cash will not be accepted.

IMPORTANT! If you choose to shelve your registration, you are not eligible to work in the capacity of a Journeyman in Putnam County. If you are found working without a registration, you may be subject to a fine.



FOR OFFICE USE ONLY	
License No. _____	
Fee Amount: _____	<input type="checkbox"/> Receipt # _____
Check #: _____	M.O. #: _____
CC Approval #: _____	
Year: _____	
Notes: _____	

PLUMBING AND MECHANICAL TRADE SHELIVING AFFIDAVIT

This Affidavit must be signed by any registered plumber/mechanical tradesperson seeking to voluntarily inactivate his or her license/registration under sections 190-19 of Putnam County Plumbing and Mechanical Trade Law.

I, the undersigned, fully acknowledge and understand by my signature affixed below, that in addition to my written request and explanation to inactivate or shelve my license in accordance with section 190-19 of the Putnam County Plumbing and Mechanical Trades Law, I am prohibited from doing any work in Putnam County that was authorized by my prior active plumbing license. I am fully aware that if I am found doing such work during the period of time that my license is voluntarily shelved, I will be violating the law and shall be subject to the fines and penalties of an unlicensed person, because I will not have a valid license to do such work.

Further, if and when the Putnam County Legislature requires continuing education classes for licensed Plumbers/Mechanical Tradespersons within Putnam County, I fully acknowledge that I am obligated to complete all required hours of continuing education during the time that my license is shelved. I also acknowledge that if I do not complete the required continuing education hours during the time my license is shelved, I will not be able to reactivate my license.

Name (print clearly)

Address: _____ Phone: _____
 _____ Home: _____ Cell: _____

Date of Birth: _____ E-mail: _____

License No. _____ Date _____

Company Name/Master

**If shelving for more than 1 license, a separate request must be submitted for each trade.
 **Applications received after the expiration date will be subject to late fees.

Signature of Applicant: _____ Date: _____

Sworn before me on the _____ day of _____ in the year 20____

Notary Signature: _____ Notary Stamp: _____

Donald B. Smith County Government Campus
 110 Old Route Six ☼ Building No. Three ☼ Carmel, New York 10512
 Incomplete applications including those lacking proof of insurances or bonds will be returned.