

Putnam County Consumer Affairs  
Phone: (845) 808-1617  
Fax: (845) 808-1928  
plumbers@putnamcountyny.gov



## PUTNAM COUNTY

### Trades Licensing & Registration

October, 2018

Dear Putnam County Master Plumber/Mechanical Trades License Holder:

On December 31, 2018, your Putnam County license will expire. You must possess a 2019 license to legally work in Putnam County on or after January 1, 2019. This year, applications will be made available on our web site only. If you do not have access to a computer, you may obtain an application from our office. Shelving affidavits are also available on-line. All licenses must be renewed or shelved by December 31, 2018 or they **will** be subject to **late fees**.

### **PLEASE BE SURE TO CAREFULLY READ THE 2019 REQUIREMENTS.**

Return your completed 2019 application along with all insurance requirements and licensing fee of \$500 (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 a principal of the company. Also, please note that, as the license holder, it is your responsibility to make sure your employees are registered as Journeymen and are current with their registration.

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

- **Copy of your current driver's license from the state in which you reside or proof of current home street address if different from the address on your driver's license.**
- **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 at [www.putnamcountyny.gov/consumer-affairs/downloads/](http://www.putnamcountyny.gov/consumer-affairs/downloads/) under "Forms Applications and Downloads".**
- **ONE DECAL IS INCLUDED WITH EACH LICENSE – DO NOT OVERPAY OR YOUR APPLICATION WILL BE RETURNED.**

You are encouraged to file your renewal application early so that you will be assured of receiving your 2019 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 2019 license.

**Provided a registration has been included, one vehicle decal will be issued with each license.** 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!***

If you have any questions regarding the 2019 application process, please contact the Plumbing Board Office at (845) 808-1617 ext. 46026, Monday through Friday, 8:00 AM – 4:00 PM.



**PLUMBING/MECHANICAL TRADES BOARD**  
**PLUMBING/MECHANICAL TRADES 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>.

**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

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

*Requirements:*

- The bond **MUST** be for a **1 year** period with an expiration date that **MUST** correspond with the term of the license you are applying for (if applicable).
- Original bonds **MUST** be signed by licensee.

**CHILD SUPPORT FORM** (attached) -- Must contain complete Social Security Number.

Copies of **2019 LICENSES** - if held in other municipalities

Copies of all **VEHICLE REGISTRATION** cards for the vehicles used in the course of your business

**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 check or money order made payable to the **Commissioner of Finance** – *this payment is for an annual license. This fee includes one vehicle decal.*

**PHOTO** (If the photo on file is greater than 4 years old). Email in JPEG format to:  
[plumbers@putnamcountyny.gov](mailto:plumbers@putnamcountyny.gov)

**DRIVER'S LICENSE**- Copy of your current driver's license from the state in which you reside. Driver's license must match the address on the application. If not, proof of current home address in the form of a utility or other bill **MUST BE INCLUDED**. Physical address is required for P.O. Boxes (submit a utility bill). Driver's license must be included or your application will be returned.

**NOTE:**

- **ANY APPLICATION SUBMITTED WITHOUT ALL OF THE ABOVE LISTED REQUIREMENTS WILL BE CONSIDERED AN INCOMPLETE APPLICATION AND WILL BE RETURNED.**
- **THERE IS NO GRACE PERIOD - APPLICATIONS RECEIVED AFTER DECEMBER 31<sup>st</sup>, 2018 ARE SUBJECT TO A LATE FEE. TO AVOID LATE FEES ALL LICENSES MUST BE RENEWED OR SHELVED BEFORE DECEMBER 31<sup>st</sup>, 2018.**

\* A current copy of the Putnam County Law can be found online at  
<http://www.putnamcountyny.com/wordpress/wp-content/uploads/2012/06/plumbinglaw2009rev2013.pdf>

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.



**COUNTY OF PUTNAM**  
 Department 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. _____	
Fee Amount: _____	<input type="checkbox"/> Check #: _____
Credit/debit card: _____	
<input type="checkbox"/> M.O. #: _____	# of Decals _____
Receipt No. _____	Child Support: <input type="checkbox"/> Y <input type="checkbox"/> N
W/C: _____	C of L: _____
Bond Exp. _____	
Notes: _____	

**2019 PLUMBING/MECHANICAL TRADES MASTER RENEWAL APPLICATION**

**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       Refrigeration

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

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

**Applicant Information**

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

**Company Information**

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

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

In consideration of being granted a Putnam County Master's license, it is agreed that the applicant will comply with the rules and regulations of the Putnam County Plumbing/Mechanical trades 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:



New York State Department of Labor

Appendix to a License 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 or license renewal.

Applicant	
a. Name:	b. Social Security Number:
c. Title	d. The type of license requested:
e. Business Name (if applicable):	

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: \_\_\_\_\_

