

Putnam County Consumer Affairs
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 plumbers@putnamcountyny.gov



**PUTNAM COUNTY
 PLUMBING/MECHANICAL TRADES BOARD
 PLUMBING/MECHANICAL TRADES MASTER LICENSE
 APPLICATION INSTRUCTIONS**

STEP ONE

There are three steps to become a licensed plumbing or mechanical trades master in Putnam County.

First, the Plumbing Board must review your application. **Please complete the enclosed application form and supply detailed proof of your experience.** Detailed experience must include names, addresses and a description of responsibilities at said jobs. **The application fee is \$150.00. Applications are only considered during Board meetings and must be submitted seven business days prior to any monthly meeting.**

Next, upon the Plumbing/Mechanical Trades Board’s approval of your application, you will be required to take a Master’s Test in your area of expertise. Tests are administered monthly by an outside testing agency, Brewster Technology. There is a separate testing fee payable directly to the testing agency.

Finally, upon passing the test, we will provide you with a New Plumbing/Mechanical Trades Application form for completion. **The annual fee is \$500.00.**

Please do your best to use this checklist to complete the first step in the application process. **Any application submitted without all of the requested information and documentation will be returned and considered invalid.**

PROOF OF EMPLOYMENT

Examples include but are not limited to: W-2 tax forms, notarized statements of hours worked from employers, union or benefit funds, notarized examples of jobs performed on company letterhead, inspection certificates, etc.

- EPA II, III or Universal if applying for an HVAC or Refrigeration License.
- Water Well/Pump and Well Drilling must be registered with the NYS DEC and must provide proof. If drilling Geothermal, one test from DEC must include a Geothermal test result
- LP Gas must provide proof of Completion of CETP
- Fire Sprinkler Installation-NICET III/Inspection-NICET II - AS OF JANUARY 2024
- DRIVER’S LICENSE (ADDRESS ON LICENSE MUST MATCH HOME ADDRESS LISTED ON APPLICATION – IF LISTING IS A P.O. BOX, ADDITIONAL PROOF OF RESIDENCY IS REQUIRED. PHYSICAL ADDRESS AND APPLICANT’S NAME MUST BE ON THE ADDITIONAL PROOF.**
- APPLICATION FEE is \$150.00 payable to the Commissioner of Finance**
- EXPERIENCE REQUIRED: PLUMBING 9 YRS., HEATING & HVAC-R 7 YRS., LP GAS 5 YRS., NORA SILVER, WELL, PUMP, WATER TREATMENT 2 YRS., FIRE INSTALLER/INSPECTOR 5 YRS.**



COUNTY OF PUTNAM
Department of Consumer Affairs
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FOR OFFICE USE ONLY
License Application date: _____ # _____
Fee Amount: _____ [] Check #: _____
Credit/debit card: _____
M.O. #: _____
Approved _____ Denied _____
Notes: _____

PLUMBING/MECHANICAL TRADES STEP ONE MASTER LICENSE APPLICATION

Answers to ALL questions must be printed or typed, accurate and complete in order to be submitted for certification.

Type of Plumbing/Mechanical trade - DO NOT LEAVE ANYTHING BLANK
PRINT CLEARLY (APPLICATIONS THAT CANNOT BE READ WILL BE RETURNED)

Please check [x] the trade in which you are seeking certification

- [] Plumbing [] Sheet Metal [] LP Gas Installer [] Heating [] HVAC
[] Refrigeration [] Oil Burner/N.O.R.A [] Water Treatment [] Pump Installer
[] Water Well and Pump Drilling [] Fire Sprinklers- Installer/Inspector (circle one)
[] Geothermal Drilling

Reciprocation License - Include copy of license certificate

County: _____ License No.: _____

Applicant Information

Name: _____ Date of Birth: ____ / ____ / ____

Home Address: _____ Home Phone: _____

_____ Work Phone: _____

_____ Cell Phone: _____

E-mail: (required) _____

Present Employment Information

Name of Business: _____ Name of Present Employer: _____

Business Address: _____ Business Phone: _____

_____ Starting Date: _____

E-mail: (required) _____

In consideration of being granted certification for conducting the business or trade of plumbing or similar mechanical trade it is agreed that the applicant will comply with the rules and regulations of the Putnam County Department of Consumer Affairs.

PENALTY FOR FALSIFICATION: Any persons making any false statements as to qualifications and experience, or any person subscribing to or vouching for any misstatement shall be subject to those penalties as provided by New York State laws.

Applicant Signature