



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

Congratulations on passing your exam or a reciprocal license approval! You are *now eligible* to apply for the Putnam County Master Plumbing or Mechanical Trades License. You must possess a current license to legally work in Putnam County. Also, all vehicles used in your business must have a current decal affixed to be legal. It is the responsibility of the Master Tradesman to make sure all Journeymen, who are working in Putnam County, are registered. Failure to register Journeymen is a violation and may result in a fine.

Please use this checklist to complete the enclosed application and return it with the documents listed below. **Any application submitted without all of the requested information and documentation will be returned and considered invalid.**

Checklist:

CERTIFICATE OF LIABILITY INSURANCE for \$1,000,000

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
- Must be on an Acord form

CERTIFICATE FOR WORKERS' COMPENSATION (C105.2 or U26.3) or WAIVER (CE-200)

Requirements:

- Putnam County **MUST** be listed as Certificate Holder
Note: Policy numbers on the ACORD form are **NOT** acceptable proof
- If you have no employees, you **MUST** fill out a Worker's Compensation Waiver online (Form CE-200) at www.wcb.ny.gov and submit a signed, original copy

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

Requirements:

- The bond **MUST** be for a minimum of a **1-year** period with an expiration date that **MUST** correspond with the term of the license
- MUST** be notarized

CHILD SUPPORT FORM (attached)

VALID DRIVERS LICENSE from the state in which you reside and proof of current home street address, if different from the driver's license. **Applications submitted without a drivers' license will be returned.**

Copies of **CURRENT LICENSES** - if held in other municipalities or if you are applying for a reciprocal waiver

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

NOTE: Decal for one (1) vehicle is included in the \$500.00 fee; each additional decal is a \$6.00 fee

SUBMISSION OF A JPEG HEAD SHOT IMAGE to be included with your application. Jpeg file should be e-mailed to plumbers@putnamcountyny.gov

LICENSE FEE - \$500.00 in the form of check or money order made payable to the **Commissioner of Finance** – *this payment is for a one-year license.*

COPY OF PASSING TEST CERTIFICATE FROM BREWSTER TECHNOLOGY (if applicable)



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
plumbers@putnamcountyny.gov

FOR OFFICE USE ONLY	
License No.	_____
Fee Amount:	_____ Check #: _____
Credit/debit card:	_____
<input type="checkbox"/> M.O. #:	_____ # of Decals _____
Child Support:	_____ Drivers License _____
C of L:	_____ W/C: _____
Bond Exp.	_____ End Date: _____
Notes:	_____

MASTER LICENSE FINAL STEP APPLICATION

This application must be notarized

(1) Type of license required. Check one: Master Renewal License # _____ Reciprocal License # _____

Type of Plumbing/Mechanical trade

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

(2) Name: _____

(3) Home Street Address: _____ City: _____

State: _____ Zip: _____ (4) Home Phone: () _____

(5) Cell Phone () _____ (6) Date of Birth ____ / ____ / ____

(7) Business Name: _____ (8) Company Street Address: _____

City: _____ State: _____ Zip: _____ (9) Company Phone: () _____

(10) Email: (required) _____ (11) Fax () _____

(12) Where should we mail correspondence that relates to your Plumbing License? Circle one: **HOME** **COMPANY**
 Mailing Address (if different from above): _____

(13) Have you ever been convicted of any crime, felony, misdemeanor, or violation? Circle one: **YES** **NO**
 If yes, explain and enclose a certified copy of the disposition: _____

(14) Please list all municipalities/facilities where you are presently licensed as a Master/Reciprocal Tradesman: _____

(15) Have you ever had a professional or vocational license suspended, refused, or revoked? Circle one: **YES** **NO**
 If yes, explain: _____

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



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: _____