



PUTNAM COUNTY

Trades Licensing & Registration

October 2021

Dear Putnam County Master Plumber/Mechanical Trades License Holder:

On December 31, 2021, your Putnam County license will expire. You must possess a 2022 license to legally work in Putnam County on or after January 1, 2022.

PLEASE BE SURE TO CAREFULLY READ THE 2022 REQUIREMENTS.

Return your completed 2022 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. If your address is listed as a P.O. Box, you must submit a utility bill or other mail with a physical address listed and that address should match your drivers' 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 <http://www.putnamcountyny.com/consumer-affairs/downloads/>.**
- **ONE DECAL IS INCLUDED WITH EACH LICENSE – DO NOT OVERPAY OR YOUR APPLICATION WILL BE RETURNED.** 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!***

You are encouraged to file your renewal application early so that you will be assured of receiving your 2022 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 2022 license.

If you have any questions regarding the 2022 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 31st.

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 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.
- Original bonds **MUST** be signed by licensee. A copy of a Continuation Certificate is acceptable.

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

Copies of **2022 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 (Only if the photo on file is greater than 4 years old). Email in JPEG format to:
ellen.sorrento@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.

JOURNEYMAN REGISTRATIONS IF APPLICABLE – **Forms are available on the website. If no Journeymen, disregard.**

NOTE:

- **ANY APPLICATION SUBMITTED WITHOUT ALL OF THE ABOVE LISTED REQUIREMENTS WILL BE CONSIDERED AN INCOMPLETE APPLICATION AND WILL BE RETURNED.**
- **APPLICATIONS RECEIVED AFTER DECEMBER 31st, 2021 ARE SUBJECT TO A LATE FEE.** * A current copy of the Putnam County Law can be found online at:

<https://www.putnamcountyny.com/wordpress/wp-content/uploads/2019/09/Plumbing-and-Mechanical-Trades-Law.pdf>



COUNTY OF PUTNAM
 Office 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/

FOR OFFICE USE ONLY	
License No. _____	Acct# _____
Fee Amount: _____	<input type="checkbox"/> Check #: _____
Credit/debit card: _____	
<input type="checkbox"/> M.O. #: _____	# of Decals _____
Bus Owner# _____	Child Support: <input type="checkbox"/> Y <input type="checkbox"/> N
W/C: _____	C of L: _____
Bond Exp. _____	Agent/Oper # _____

2022 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 Installer Fire Sprinklers Inspector Refrigeration

PLEASE PRINT CLEARLY

Reciprocation 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 (required): _____

Company Information

Company Name: _____
 Address: _____ Telephone No: _____
 _____ Fax: _____
 Email (required): _____

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 understand that all Journeymen in my employ must be registered with Putnam County.

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: _____

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: _____