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SHELVING INSTRUCTIONS

Attached is the shelving affidavit. This affidavit applies to Master Electricians, Electrical Journeymen and Low Voltage/Limited Data Communication Technicians wishing to shelve his/her license.

MASTER ELECTRICIANS/LOW VOLTAGE/LIMITED DATA COMM. TECHNICIANS

The signed affidavit must be returned to this office by December 31.

The fee for shelving your license is \$50.00 per year.

If received between January 1st – March 31st, there will be a late fee of \$25.

ELECTRICAL JOURNEYMEN

The signed affidavit must be returned to this office by September 30.

The fee for shelving your license is \$50.00 per year.

If received between October 1st and December 31st, there will be a late fee of \$25.

Check or Money Order should be made out to the COMMISSIONER OF FINANCE.
Cash is not accepted. Credit cards accepted in office only.

NOTE:

Westchester Electricians who reciprocate with Putnam County do **NOT** need to shelve.

**** IMPORTANT ****

If you do not renew or shelve your license, your renewal privileges may be revoked.

According to Putnam County Electrical Law, 145-10(H): Revocation of renewal privileges. Failure to renew a license issued under the provisions of this chapter within ninety (90) days after expiration thereof may result in the complete revocation of all renewal privileges hereunder. Any person desiring a license after such revocation of privileges may be required to reapply for licensure in accordance with the provisions of this chapter, including the payment of all applicable fees and successful reexamination.

If you choose to shelve your license, you are not eligible to work in Putnam County. If you are found working without a license, you may be subject to a fine.

According to Putnam County Electrical Law, 145-19 (G): Licenses can shelve in consecutive years for a maximum of five (5) years without Board approval. If the licensee wishes to extend shelving beyond five (5) years, the licensee must submit a letter to the board providing a satisfactory reason for continued shelving.

Beginning in 2019, any Master Electrician or Electrical Journeyman who shelves will be required to take a Continuing Education Class (CEU) for each year of shelving. Certificates issued by the CEU provider will provide proof of completion of the required class. Copies of these certificates must be included in any renewal or reactivation of license.

If you have any questions, please do not hesitate to call the office at the above number Monday through Friday from 8:00 a.m. to 4:00 p.m.



FOR OFFICE USE ONLY

Old Lic. No.: _____ Munis Lic. No. _____
 Munis Acct. No. _____ Agent/Op. No. _____
 Bill No. _____ Batch No. _____
 Fee Amount: _____
 Co. Check #: _____ Pers. Check #: _____
 Credit/debit card: _____
 M.O. #: _____
 Processed: _____

Shelving Year: 2025 Master Elec./Low Voltage Tech ○
 Shelving Year: 2024-2026 Term Elec. Journeymen ○

SHELVING AFFIDAVIT

This Affidavit must be signed by a licensed Master Electrician or Low Voltage/Lmtd Data Comm Technician or Electrical Journeyman seeking to voluntarily inactivate his or her license under Putnam County Electricians Law.

Beginning in 2019: For Master Electricians and Electrical Journeymen, I fully acknowledge that I am obligated to complete all required hours of continuing education during the time, for each year, 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: _____ License #: _____

Address: _____ City/State/Zip: _____

Home phone: _____ Cell phone: _____

Email: _____

Company name and address: _____

City/State/Zip: _____

Company phone: _____

Company email: _____

AFFIDAVIT

In consideration of being granted Shelving Status of a Putnam County Master Electrician or Low Voltage/Lmtd Data Comm Technician or Electrical Journeyman license from conducting business in Putnam County, it is agreed that the applicant will comply with the rules and regulations of the Putnam County Office of Consumer Affairs. I certify that the information on this application is true and accurate and understand that any incomplete, inaccurate or false information may cause the license to be delayed, denied, suspended or revoked. I also acknowledge that I have read and agree to the terms of the updated Putnam County Electrical Licensing Law and the Fee and Civil Penalty Schedule listed on the Putnam County website at putnamcountyny.com/consumeraffairs.

PENALTY FOR FALSIFICATION – Falsification of any statement made herein is an offense punishable by a fine and/or imprisonment.

SIGNATURE OF APPLICANT: _____ DATE: _____

PRINT NAME: _____