

William Rossiter
Chairman

Andrew Pidala
Vice Chairman

Michael Budzinski, PE
Director – Office of Consumer Affairs
www.putnamcountyny.gov/consumer-affairs/
(845) 808-1617, ext. 46111



Robert Counihan
Carlos DaEira
Charles Gorges
Ronald Massaro
John Morrison
Carmine Ricci
Ronald Williams

Joanne Elias
Secretary
Extension 46025

September 2024

This is a reminder that your Master Electrician and/or Low Voltage/Lmtd Data Comm. Technician license expires December 31, 2024. **Similar to last year, we will NOT be mailing renewal packets thru traditional mail.**

Please follow the instructions below to download and print your 2025 RENEWAL PACKET from the Putnam County website. This includes a separate Shelving Affidavit, should you decide to shelve your license in 2025.

Go to: <https://www.putnamcountyny.gov/consumer-affairs/>

- Scroll down and Click on Forms & Applications
- Click on Click to Access Forms
- Click on Click Here for Electrical Forms and make your selection
- Download and print forms (Forms may be completed online and printed)

If you do not have access to a computer to download a renewal packet or shelving affidavit, you can obtain one from our office.

Completion of a Continuing Education Class (CEU) is required for Masters and Reciprocal Masters only. If you plan to reciprocate with Westchester, be sure to take a Combo class.

ALSO NOTE: Anyone with an outstanding violation will not be renewed until the fee has been satisfied.

The renewal fee is \$500 for Master Electricians; \$150 for Low Voltage/Lmtd Data Comm. Technicians. Shelving fee is \$50. Check or money order should be made out to the *Commissioner of Finance*. Credit card payments accepted in office only.

Renewal applications received after December 31st will be subject to late fees as follows:

- If received after December 31st add: \$100
- If received after January 31st add: \$200
- If received after February 28th add: \$300

THERE IS NO GRACE PERIOD

Shelving affidavits received between Jan.1st – Mar 31st will be subject to a late fee of \$25.

Fee for certified copy is \$10.

Applications should be mailed to:
Putnam County Office of Consumer Affairs
Attn: Electrical Board
110 Old Route Six, Building Three
Carmel, NY 10512

Westchester County Electricians who reciprocate with Putnam County are not bound by renewal deadline or late fees and do NOT need to shelve.

If you have any questions, do not hesitate to contact our office.

Putnam County Board of Electrical Examiners

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REQUIREMENTS FOR OBTAINING A MASTER ELECTRICIAN OR LOW VOLTAGE/ LMTD DATA COMM TECHNICIAN LICENSE

Only use this package if you either passed the exam for Putnam County, are renewing the Putnam Master Electrical license or Low Voltage/Lmtd Data Comm. Technician license or are reciprocating the Westchester Master Electrical License.

ALL LICENSES EXPIRE DECEMBER 31ST - LATE FEES CHARGED TO PUTNAM COUNTY ELECTRICIANS ONLY, NOT RECCIPROCALLS, FOR APPLICATIONS RECEIVED AFTER DECEMBER 31ST

ALL APPLICATIONS MUST BE COMPLETED and SIGNED.

Any application submitted without all the requested information and documentation will be returned and considered incomplete.

APPLICATION

Include a **CERTIFICATE OF LIABILITY INSURANCE**

Requirements:

- Certificate Holder must be Putnam County Electrical Board, 110 Old Route 6, Bldg. 3, Carmel, NY 10512
- Putnam County **MUST** be Additional Insured

Include **WORKERS' COMPENSATION FORM (C105.2)**

Requirements:

- Certificate Holder **MUST** be Putnam County Electrical Board
- *NOTE: If Workers' Compensation is not required, you **MUST** complete a Workers' Compensation Waiver (Form CE-200) at www.wcb.ny.gov. This form must be printed, signed and submitted.

Include **ORIGINAL LICENSE & PERMIT BOND IN THE AMOUNT OF \$25,000.00 OR COPY OF A CONTINUATION CERTIFICATE**

Requirements:

- Bond **MUST** be for **1 year** period and **MUST** run concurrently with the license
- Putnam County **MUST** be the obligee
- Original bond **MUST** be signed by the principal (If Continuation Certificate, copy is acceptable)

Complete the attached **CHILD SUPPORT FORM** pursuant to NYS General Obligations Law, Section 3-503

Copy of **VEHICLE REGISTRATION** cards for vehicles used in the course of your business.

Include a copy of a valid **DRIVER'S LICENSE** from the state in which you reside. Include proof of current home street address, if different from address on driver's license (i.e. utility bill, cable bill, bank statement, etc).

Copy of Certificate showing completion of a **CONTINUING EDUCATION CLASS (for Masters and Reciprocal, only)**

To obtain a reciprocal license, include a **certified** copy of a **current** valid **WESTCHESTER COUNTY ELECTRICAL LICENSE**

Include the **LICENSING FEE** in the form of a check or money order in the amount of **\$500.00** made payable to **Commissioner of Finance (\$150 for Low Voltage/Lmtd Data Comm. Tech)**. Credit card payments accepted in office only.

This fee includes one vehicle decal; each additional decal is a \$6.00 fee. If application is submitted after December 31st, you **MUST** include the appropriate late fee (does not apply to Reciprocal).

Late Fees:

- If received after December 31st add: \$100
- If received after January 31st add: \$200
- If received after February 28th add: \$300

If you are a **FIRST TIME APPLICANT**, please **ALSO INCLUDE THE FOLLOWING DOCUMENTS:**

PHOTO of the licensee - **REQUIREMENTS:** This photo **MUST** be submitted by e-mail to joanne.elias@putnamcountyny.gov

*NOTE: This photo must be a headshot. No photos with hats/sunglasses are accepted. Also, if sending by e-mail **MUST** include first and last name of licensee in the subject bar and the photo **MUST** be submitted in **jpeg** format.

Check one:

- For **Individual** (using assumed name or d/b/a):
 - MUST** include a copy of a **CERTIFIED BUSINESS CERTIFICATE**
- For **Partnerships:**
 - MUST** include a copy of a **CERTIFIED PARTNERSHIP CERTIFICATE**
- For **Corporations:**
 - MUST** include a copy of a **CORPORATE FILING RECEIPT**

❶ **Questions? Please call or email our office: joanne.elias@putnamcountyny.gov**

THANK YOU for your compliance of Putnam County Electricians Law



COUNTY OF PUTNAM
 Department of Consumer Affairs/Electrical Board
 110 Old Route 6 Bldg. 3
 Carmel, NY 10512
 (845) 808-1617
<http://www.putnamcountyny.gov/consumer-affairs/>

| FOR OFFICE USE ONLY | |
|--|--|
| Old Lic. No. _____ | Year: 2025 |
| Munis Acct. No. _____ | Agent/Op. No. _____ |
| Munis Lic. No. _____ | Bill No. _____ |
| Fee Amount: _____ | Batch No. _____ |
| <input type="checkbox"/> Co. Check # _____ | <input type="checkbox"/> Pers. Check #: _____ |
| M.O. number _____ | |
| Credit/debit card auth.: _____ | |
| C of L: _____ | W/C: _____ |
| Bond Exp: _____ | Child Support: <input type="checkbox"/> Y <input type="checkbox"/> N |
| Proof/Driver's License <input type="checkbox"/> Y <input type="checkbox"/> N | Photo: <input type="checkbox"/> Y <input type="checkbox"/> N |
| No. of Decals _____ | Cert. West. Lic. <input type="checkbox"/> Y <input type="checkbox"/> N |
| CEU cert: <input type="checkbox"/> Y <input type="checkbox"/> N | C of D on file: <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A |
| Bus. Fil. Doc <input type="checkbox"/> Y <input type="checkbox"/> N | Processed: _____ |

CHECK IF CERTIFIED COPY REQUESTED: _____

2025 MASTER ELEC. AND LOW VOLTAGE/LMTD DATA COMM. TECH. RENEWAL

Please complete and return by 12/31/2024. LATE FEES CHARGED AFTER 12/31/24.

Check one and include license # Master # _____ Low Volt/Lmtd Data # _____ Recip. # _____

Name: _____

Home Address: _____ City/State/Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Business Name: _____

Company Address: _____ City/State/Zip: _____

Company Phone: _____ Cell Phone: _____

Company Email: _____

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

Have there been any criminal convictions or *pending* criminal convictions against any individual, partner and/or corporate officer since the last application? Y N (If YES, please provide disposition papers)

DATE: _____ COURT: _____ CHARGES: _____ DISPOSITION: _____

Have there been any unsatisfied judgments against you since your last application? Check one: Y N

If yes, include a certified copy of your Certificate of Disposition.

Please list all municipalities/facilities where you are presently licensed as a Master/Special Electrician: _____

Have you ever had a professional or vocational license suspended, refused, or revoked? Check one: Y N

If yes, explain: _____

AFFIDAVIT

In consideration of being granted a Putnam County Master Electrician or Low Voltage Lmtd. Data Comm. Technician license, it is agreed that the applicant will comply with the rules and regulations of the Putnam County Electrician's 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: _____

Division of Safety and Health
License and Certificate Unit
Harriman State Office Campus
Building 12, Room 161A
Albany NY 12240
(518) 457-2735

WE ARE YOUR DOL



www.labor.ny.gov
license&certificate@labor.ny.gov

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: _____