



HOME IMPROVEMENT CONTRACTOR REGISTRATION INSTRUCTIONS

****Any application submitted without all the requested information and documentation will be returned and considered invalid***

Checklist for RENEWAL APPLICANTS:

- ☐ Include a **CERTIFICATE OF LIABILITY INSURANCE** (Must be an ACORD form) – General liability of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
Requirements:
 - ☐ Certificate Holder MUST be Putnam County Consumer Affairs, 110 Old Route 6, Bldg. 3, Carmel, NY 10512
 - ☐ Additional Insured MUST be Putnam County Consumer Affairs
 - ☐ Scope of work MUST be included in the description of operations or application will be returned.
- ☐ Include **WORKERS COMPENSATION FORM (C105.2 or U26.3) or EXEMPTION FORM (CE-200)**
Requirements:
 - ☐ Certificate Holder MUST be Putnam County Consumer Affairs
 - ☐ *NOTE: If Workers Compensation is not required, you MUST fill out a Workers Compensation Waiver online (Form CE-200) at www.wcb.ny.gov
- ☐ Include **LICENSE & PERMIT BOND –or– BOND CONTINUATION CERTIFICATE IN THE AMOUNT OF \$25,000.00**
Requirements:
 - ☐ Bond MUST be for **2-year** period. Registration expiration date will correspond with the term of the bond.
 - ☐ The obligee MUST be Putnam County Dept. of Consumer Affairs
 - ☐ Bond MUST be signed by the principal IF NEW BOND ONLY
- ☐ Complete the attached **CHILD SUPPORT FORM**
**NOTE: Not required if your business is a corporation*
**NOTE: Cannot accept Tax ID- OR -ITIN card in lieu of Social Security Number*
- ☐ Complete the Scope of Work check list attached. (all work checked must be listed on certificate of liability)
- ☐ Include current copies of **VEHICLE REGISTRATIONS** that are used in the performance of your occupation as a Home Improvement Contractor (**note: cannot accept window registration stickers**)
- ☐ Include copy of **VALID PHOTO DRIVER'S LICENSE FROM THE STATE IN WHICH YOU RESIDE** and proof of current home street address, IF DIFFERENT FROM THE ADDRESS ON THE DRIVER'S LICENSE. Jpeg headshots can be emailed to: contractor@putnamcountyny.gov.
- ☐ Include the **REGISTRATION FEE** in the form of a check or money order in the amount of **\$300.00** made payable to **Putnam County Commissioner of Finance** – *this payment covers your two- year registration. Decals are included with renewal application. Request for additional decals or replacements after renewal application is processed is \$5.00 per decal.*
- ☐ **NOTE:** If your application is submitted after registration expiration date, you MUST include a late fee. (see website at www.putnamcountyny.com/consumer-affairs for fee schedule)

Include copies of **CURRENT HOME IMPROVEMENT LICENSES** - if held in other municipalities

❶ **Questions? Please call or email our office**



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

FOR OFFICE USE ONLY

Account # _____ Bill# _____
Ag.Op. _____ Fee Amount: _____
☐ Check ☐ CC ☐ M.O. #: _____
Child Support: ☐ N/A ☐ Y Driver's License ☐ Y ☐ N
No. of Decals: _____
C of L: _____ W/C: _____
Bond Exp. _____ End Date: _____
Notes: _____
Proc: _____

RENEWAL APPLICATION FOR REGISTRATION AS A HOME IMPROVEMENT CONTRACTOR

**Answers to ALL questions must be printed or typed, accurate and complete*

Application Type: ☐ Renewal ☐ Change ☐ Reinstatement PC Number _____
Business Type: ☐ Individual ☐ Partnership ☐ Corporation ☐ LLC

Business Information

Business Name _____
Business Address: _____ Business Phone: _____
Fax: _____
E-mail (required): _____

List all employees (including partners):

Applicant Information

Name: _____ Home Phone: _____
Home Address: _____ Cell Phone: _____
E-mail: _____
Position: ☐ Owner ☐ President ☐ Partner

Where should we mail correspondence? ☐ BUSINESS ADDRESS ☐ HOME ADDRESS

1. Does any of the above information indicate any changes since the last application? ☐ YES ☐ NO

If so, list changes: _____

NOTE: If business address has changed, please provide Business Certificate or Corporate Receipt indicating change

2. Have there been any unsatisfied or pending judgments/fines/penalties against any individual, partner and/or corporate officer since the last application? ☐ YES ☐ NO

If there have been unsatisfied judgments or pending judgements, please give details and provide disposition papers, for pending give details:

DATE: _____ COURT: _____ JUDGMENT CREDITOR: _____ DISPOSITION: _____

3. Have there been any criminal convictions or pending criminal convictions against any individual, partner and/or corporate officer since the last application? ☐ YES ☐ NO

If there have been criminal convictions, please give details and provide disposition papers, for pending give details:

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

4. Has any individual, partner or corporate officer ever had a professional or vocational license suspended or revoked, or have been issued a Home Improvement Violation? ☐ YES ☐ NO

If so, please explain: _____

In consideration of being granted a registration to conduct a home improvement 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 registration to be delayed, denied, suspended or revoked. I also acknowledge that I have read and agree to the terms of the Contractor's Law and the Fee and Civil Penalty Schedule listed on the Putnam County website at www.putnamcountyny.com/consumer-affairs.

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

Application must be signed by the highest-ranking official of the business/company requesting registration.

SIGNATURE OF APPLICANT: _____ DATE: _____

PRINT NAME: _____

**NOTE: ANY SCOPE OF WORK CHECKED BELOW MUST BE INDICATED ON YOUR
CERTIFICATE OF LIABILITY INSURANCE FORM OR APPLICATION WILL BE
RETURNED**

This company engages in the following: (check all that apply).

******* Must be listed on the certificate of liability*******

- ☐ Arboriculture
- ☐ Asphalt or blacktop or driveway sealing
- ☐ Air duct cleaning
- ☐ Antennas or satellite dishes
- ☐ Awnings or siding
- ☐ Central vacuum cleaning systems
- ☐ Chimney cleaning, installation, and repairs
- ☐ Carpet/Floor Cleaning
- ☐ Drywall and taping
- ☐ Environmental reclamation
- ☐ Excavation
- ☐ Fencing
- ☐ Flooring and wall-to-wall carpeting
- ☐ Garages and garage doors
- ☐ General Carpentry/Construction (excludes roofing)
- ☐ General Carpentry/Construction (includes roofing)
- ☐ Gutters and leaders
- ☐ Insulation
- ☐ Kitchen & Bath Remodeling
- ☐ Landscaping and gardening
- ☐ Lawn mowing/ground maintenance/leaf blowing
- ☐ Masonry
- ☐ Painting and wall coverings
- ☐ Porches, patios, terraces, decks, retaining walls, outdoor stonework
- ☐ Pressure washing
- ☐ Roofing
- ☐ Septic systems
- ☐ Solar panels
- ☐ Swimming pool maintenance
- ☐ Swimming pool installation
- ☐ Tiling
- ☐ Waterproofing
- ☐ Window and door treatments
- ☐ Windows, doors, and skylights
- ☐ Other (please specify): _____

Note: Do not submit this form. You must consult and obtain your bond from your insurance company.

LICENSE AND PERMIT BOND

That we, (John Doe – dba, Inc., LLC. etc...), Of the (Town/City – etc...) of (Town/City Name), State of _____, as Principal and (Bond Company) a Corporation duly licensed to do business in the State of _____, as Surety, are held and firmly bound unto the Putnam County Office of Consumer Affairs, State of New York, Obligee,

(VALID ONLY WHEN A COUNTY, CITY, TOWN OR VILLAGE IS NAMED AS OBLIGEE)
in the Amount of Twenty-Five Thousand and no/100 (\$25,000.00) Dollars,
(NOT VALID FOR MORE THAN \$25,000.00)

Lawful money of the United States, to be paid to the said Obligee, for which payment well and truly to be made, we bind ourselves and our legal representatives, jointly and severally.

THE CONDITION OF THIS OBLIGATION IS SUCH, That whereas, the Principal has been licensed as a **HOME IMPROVEMENT CONTRACTOR** by the Obligee.

NOW THEREFORE, if the Principal shall faithfully perform the duties and comply with the laws and ordinances (including all amendments), pertaining to the license or permit, then this obligation to be void, otherwise to remain in full force and effect for a period commencing on the _____ day of _____, 20_____, and ending on the _____ day of _____, 20_____, unless renewed by continuation certificate.

*****MUST RUN FOR THE ENTIRE TWO-YEAR TERM OF LICENSING*****

This bond may be terminated at any time by the Surety upon sending notice in writing to the Obligee and to the Principal, In care of the Obligee or at such other address as the Surety deems reasonable, and at the expiration of thirty-five (35) days from the mailing of notice or as soon thereafter as permitted by applicable law, whichever is later, this bond shall terminate and the Surety shall be relieved from any subsequent acts or omissions of the Principal.

Dated this _____ day of _____, 20_____.

PRINT NAME

Principal

SIGNATURE

Principal

Countersigned

By _____
AGENT SIGNATURE
Resident Agent

By _____
President

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: _____