

CONSUMER PROTECTION / WEIGHTS & MEASURES

50 Sanatorium Road, Building A, 5th Floor
Pomona, New York 10970
Phone: (845) 364-3901 Fax: (845) 364-3902
Email: CPLCAL@co.rockland.ny.us

Kimberly Von Ronn, Esq.
Director and Public Advocate

Dear Inspector:

Chapter 250 Article II of the Laws of Rockland County (formerly Rockland county Local Law No. 11 of 2012) requires persons doing the business of electrical inspections of electrical installations to obtain a Rockland County license.

Conducting an Electrical Inspection business in Rockland County without a license is a misdemeanor. The penalty upon conviction is a fine is **up to \$1,000.00, or up to one year in prison, or both fine and imprisonment.**

Enclosed is a copy of this local law, general instructions, a license application, and other related forms. Before filling out the enclosed application forms, please be sure to read the instructions carefully. The application and must be notarized as required.

If you are presently conducting or considering an Electrical Inspection business and have not obtained a license, return this application to this office as soon as possible. An unlicensed contractor will be prosecuted to the fullest extent of the law. Please take note that the maximum penalty that can be imposed by a judge is \$1,000.00; and because a violation of this law is now a crime, we can go anywhere in New York State or adjoining states to apprehend and prosecute violators.

NOTE: THIS LICENSE DOES NOT CONSTITUTE A ELECTRICAL LICENSE.

NOTE: THE FILING OF AN APPLICATION DOES NOT CONSTITUTE PERMISSION TO OPERATE. A LICENSE MUST ACTUALLY BE IN POSSESSION OF THE LICENSEE BEFORE ANY OPERATION MAY BE LEGALLY CONDUCTED.

Application Checklist (11/17)

- Application** – for Agency & Chief Electrical Inspector must be signed in front of a notary public
 - Partnerships** - BOTH parties must fill out an application

- Application** – for each Inspector

- Child Support Certification** – must be completed by applicant and signed in front of notary public
 - Partnerships** - BOTH parties must fill out child support certification
 - Inspectors** – for each Inspector

- One of the following documents:**
 - Certified Copy of Rockland County Business Certificate
 - Copy of Corporate Filing Receipt (If NYS Corp.)
 - Copy of Filing Receipt for Authority to Do Business in NY (if Foreign (outside NYS) Corp.)
 - If lost filing receipt, request and submit a copy of certificate of good standing (518-473-2492)

- If you are a corporation that also does business under an assumed name:**
 - Copy of Filing Receipt for Assumed Name Certificate

- Proof of insurance**
 - Liability** – per classification (see back of law book Appendix A)
 - Send Certificate of Insurance (ACORD Form accepted)
 - Workers Compensation**
 - Send Certificate of Insurance (Form C105.2(9-07) or SI-12) OR
 - Form U26.3 if through NYSIF OR
 - Form CE-200 in license name - file electronically at <http://www.wcb.ny.gov/>
 - Disability**
 - Send Certificate of Insurance (Form DB155) OR
 - Send Certificate of Compliance – Form DB120.1(5-06) OR
 - Form CE-200 in license name – file electronically at <http://www.wcb.ny.gov/>
 - Certificate Holder** on certificates of insurance must be written as follows:
 - County of Rockland
Office of Consumer Protection
50 Sanatorium Road, Building A, 5th Floor
Pomona, NY 10970

- Insurance papers ONLY**
 - Insurance company or Agent only** may fax directly by to **(845) 364-3902**
 - Insurance company or Agent only** may email with Subject: EIA. to CPLCAL@CO.ROCKLAND.NY.US

Office of Consumer Protection

THE FILING OF AN APPLICATION DOES NOT CONSTITUTE PERMISSION TO OPERATE. A LICENSE MUST ACTUALLY BE IN POSSESSION OF THE LICENSEE BEFORE ANY OPERATION MAY BE LEGALLY CONDUCTED.

GENERAL INSTRUCTIONS

Failure to complete the required information or the giving of false information in the application may result in the denial of said application for a license or any renewal thereof as well as cancellation or revocation in the event such license has been issued.

The licensing herein provided shall apply solely to Chapter 250 of the Laws of Rockland County.

The issuance of a license is subject to verification of the requirements herein provided.

- 1) Applicant will be the “Chief Electrical Inspector” for the inspection business
- 2) An application must be signed and notarized as required.
- 3) **All employees doing inspections must be certified.**
- 4) The following Documents will be required from:
 - a) Chief Electrical Inspector
 - i) Certification from I.E.I.A. as a Master Inspector
 - ii) (2) Passport size photos
 - iii) Child Support Certification (Notarized)
 - b) Electrical Inspector
 - i) Copy of Certification from I.E.I.A. in the discipline that you are inspecting.
 - ii) (2) Passport size Photos
 - iii) Child Support Certification (Notarized)
- 5) You will be required to list any unsatisfied judgments.
- 6) You will be required to list any criminal convictions.
- 7) A CORPORATION must submit a copy of the filing receipt showing the filing of the corporation with the New York Secretary of State.
- 8) A FOREIGN CORPORATION must submit a copy of the filing receipt from the New York Secretary of State granting the corporation the authority to do business in New York State.
- 9) A DOMESTIC OR FOREIGN CORPORATION with an ASSUMED NAME must submit a copy of the filing receipt from the New York Secretary of State granting use of the assumed name in the county of Rockland.
- 10) A PARTNERSHIP, conducting business under a trade name, must submit a certified copy of the partnership certificate on file in the Rockland County Clerk’s Office.
- 11) AN INDIVIDUAL operating under a trade name must submit a certified copy of the trade name certificate on file in the Rockland County Clerk’s Office.
- 12) The fee for licensing shall be \$400.00 including the Chief Electrical Inspector and **a separate fee of \$100.00 for each additional Electrical Inspector by check or money order only** payable to **R. C. Commissioner of Finance** with the filing of the application. Each fee must be submitted separately. (i.e. A Chief Electrical Inspector with one electrical inspector must submit two checks, one for \$400 and one for \$100.)

ALL LICENSE FEES ARE NON-REFUNDABLE

- 13) Applicant must submit Form C-105.2, Form SI-12 or Form U26.3 as proof that he or she has obtained the required workers' compensation insurance and Form DB 120.1 or Form DB155 as proof of disability benefits coverage. County of Rockland, Consumer Protection Office must be listed as Certificate Holder. Only the most current version of the forms will be accepted.
- 14) Applicants who are not required by law to carry worker's compensation and/or disability benefits insurance should submit Form CE-200. (Form CE-200, Certification of Attestation for New York Entities With No Employees And Certain Out of State Entities, That New York State Workers' Compensation And/Or Disability Benefits Insurance Coverage Is Not Required). The form can be filled out electronically on the NYS Workers' Compensation Board website at <http://www.wcb.ny.gov/>, click on common forms and search by form number. Print a finished form to submit with your application. Paper forms are available but estimated processing time for paper applications is four weeks.
- 15) Proof of occurrence based liability Insurance in amount not less than \$500,000 for damages to personal property. The County of Rockland, Office of Consumer Protection must be named Certificate Holder.
- 16) If anyone other than the applicant is authorized to discuss the pending application with our office, the applicant must attach a separate letter indicating their full name and granting authority.
- 17) Each applicant and employee must complete and submit a completed and notarized Child Support Certification with their application pursuant to NYS General Obligations Law §3-503. If a business partnership, each partner must submit Child Support Certification.

THIS LICENSE DOES NOT CONSTITUTE AN ELECTRICAL LICENSE.

ROCKLAND COUNTY
DEPT. OF WEIGHTS & MEASURES
OFFICE OF CONSUMER PROTECTION
LICENSING DIVISION

DO NOT WRITE IN THIS SPACE

LIC NO. _____
RECEIPT NO. _____
DATE _____
FEE PAID \$ _____
CSC -----

APPLICATION FOR LICENSE AS AN ELECTRICAL INSPECTION BUSINESS
ANSWERS TO ALL QUESTIONS MUST BE ACCURATE AND COMPLETE. NO BLANK SPACES.

CHECK BOX TO INDICATE TYPE OF OWNERSHIP

Corporation/LLC/LTD/LP/LLP Co-partnership Individual Owner

Name of Business _____

Trade/Assumed or Display Name _____

Business Address Street _____

Town or Village _____ State _____ Zip _____ Business Phone No.: () - _____

Email address: _____ Business Facsimile No.: () - _____

Name of Chief Electrical Inspector (Last, First, Middle) _____

Home Address Street _____

Town or Village _____ State _____ Zip _____ Home Phone No.: () - _____

Date of Birth (MM/DD/YYYY) _____ Sex: M F

Partnership: Yes No

If Yes, list name and address of each Partner:

Name: _____ Address: _____

Name: _____ Address: _____

Corporation/LLC/LTD/LP/LLP: Yes No

If Yes, list name, title and address of any officer of the corporation or a designated agent of service upon whom process or other legal notice may be served.

Name: _____ Address: _____

Corporate Title: _____

Name: _____ Address: _____

Corporate Title: _____

ALL EMPLOYEES of the Electrical Inspection Agency who deal with the public and have authority to inspect

NAME	RESIDENCE ADDRESS	DESCRIPTION OF CERTIFICATION

USE ADDITIONAL SHEETS IF NECESSARY

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Kimberly Von Ronn, Esq.
Director and Public Advocate

TO: Licensees & Applicants
RE: Child Support Certification

New York State law (General Obligation Law, Section 3-503) **REQUIRES** this office to gather information to allow the Department of Social Services to determine if applicants for a license issued by this office and those seeking to renew their license are in default of their obligation to pay child support.

Therefore, you must fill out the attached form completely and sign same before a notary. The information you supply will be checked by the Department of Social Services against a nationwide database to confirm that you are not in default on child support obligations.

PLEASE TAKE NOTICE that providing false information may result in criminal charges and, in addition, may result in the denial of your application or renewal of your license.

PLEASE TAKE FURTHER NOTICE that any persons who are four months or more in arrears in child support or who have failed to comply with a summons, subpoena or warrant relating to a paternity or child support proceeding may be subject to suspension of their business, professional, drivers and/or recreational licenses and permits including, but not limited to, licenses issued pursuant to section 11-0713 of the environmental conservation law.

I thank you for your cooperation in this matter.

CHILD SUPPORT CERTIFICATION
 Rockland County Office of Child Support Enforcement

To Be Filled Out By The Licensing Agency: Solid Waste Commission Department of Consumer Protection Department of Health
 Department of Public Safety County Clerk Other

LICENSE BEING APPLIED FOR

PRINT IN BLOCK LETTERS WITHOUT TOUCHING THE SIDES OF THE BOXES

E	L	E	C	T	R	I	C	A	L		I	N	S	P	E	C	T	O	R				
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THIS FORM MUST BE FULLY COMPLETED BY APPLICANT FOR APPLICATION TO BE VALID

Last Name	_____									
First Name	_____									
Social Security	___ - ___ - _____	Date of Birth	__ __	__ __	__ __	__ __	__ __	__ __	__ __	__ __
Home Address	_____									
City	_____	State	__	__	Zip	_____	_____	_____	_____	_____

I, _____ being duly sworn make the following statement:

(Choose 1 or 2. and put an "X" in the box in front of whichever is appropriate)

- 1. I am not under a court or administrative order to pay child support, OR
- 2. I am under an obligation to pay child support. My child support account number is (if applicable) _____

(If you chose #2, put an "X" in front of the applicable statement

- A. I do not owe arrears equal to 4 months or more of child support payments.
- B. I have arrears equal to 4 months or more of child support payments, and one of the following statements applies to me (check the appropriate boxes):
 - I am making payments by income execution or by court agreed payment/re-payment plan or by a plan agreed to by the parties.
 - My child support obligation is the subject of a pending court proceeding.
 - I am currently in receipt of Public Assistance or Supplemental Security Income. My case number is _____
- C. I have arrears equal to 4 months or more of child support payments and none of the above statements in "B" apply to me.

I hereby authorize NYS Child Support, including Rockland County Child Support Enforcement Unit, to release any records pertaining to my child support case to the above-named Licensing Agency.

I hereby do solemnly swear that the information provided by me in this certificate is true and accurate to the best of my knowledge. I acknowledge that this statement is under oath.

Sworn before me this _____ day _____ x _____
 of _____, _____ Signature

Notary Public State of New York _____ Date

THE INTENTIONAL SUBMISSION OF FALSE WRITTEN STATEMENTS FOR THE PURPOSE OF FRUSTRATING OR DEFEATING PAYMENT OF SUPPORT IS PUNISHABLE PURSUANT TO SECTION 175.35 OF THE PENAL LAW. PERSONS WHO ARE FOUR MONTHS OR MORE IN ARREARS IN CHILD SUPPORT MAY BE SUBJECT TO SUSPENSION OF THEIR BUSINESS, PROFESSIONAL AND/OR DRIVERS LICENSE.

DO NOT WRITE BELOW THIS LINE-FOR OFFICIAL USE ONLY

- Information verified, or status of case unknown to OCSE. Verifying Section & Supervisor: _____
- Information is at variance with OCSE records. Date: ___ - ___ - ___

BUSINESS CERTIFICATE INFORMATION

The Rockland County Clerk files business certificates for individuals or partners doing business in Rockland County under an assumed name. Business Certificate forms are available at our office or can be downloaded through this site. For further information or to download forms, review our Business Certificate FAQ's or call us at (845) 708-7222.

1. [What is a Business Certificate?](#)
2. [How do I file a Business Certificate?](#)
3. [How much does it cost to file a Business Certificate](#)
4. [How do I change a certificate I already filed?](#)
5. [How do I discontinue a business?](#)
6. [How do I get a N.Y.S. sales tax I.D. number?](#)
7. [Where can I find other links or download forms?](#)

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1. **What is a Business Certificate?**
A Business Certificate is a legal document which can be filed in the Rockland County Clerk's Office, by an individual or group of individuals who wish to conduct business in the County of Rockland under an assumed name. You may be required to have a Business Certificate to be licensed by other agencies, or for tax or insurance purposes.
 2. **How do I file a Business Certificate?**
Obtain a "Business Certificate" or "Business Certificate For Partners" form from the website of the Rockland County Clerk, or directly at the Rockland County Clerk's Office, Rockland County Courthouse, 1 South Main Street, Suite 100, New City, New York 10956, telephone number (845)708-7222.
Search the computer in the Rockland County Clerk's Office to determine if the name you intend to call your business is already being used. If the name is already in use, an alternative name should be selected.
Complete the appropriate Business Certificate form, appear at the Land Records counter in the Rockland County Clerk's Office with the form, the fees noted below, and official picture identification.
 3. **How much does it cost to file a Business Certificate?**
\$25 to file a Business Certificate
\$10 for two certified copies
\$35 Total — includes filing, and 2 certified copies.
ALL FEES MUST BE PAID IN CASH OR BY MONEY ORDER. (NO PERSONAL CHECKS)
Make money orders payable to "Rockland County Clerk"
 4. **How do I change a certificate I already filed?**
Use the "Amended Business Certificate" form to make changes such as addresses or partners. The fees are the same as noted in question #3 above.
 5. **How do I discontinue a business?**
Use the "Certificate of Discontinuance of Business" or "Certificate of Discontinuance of Business as Partners" form. There is no fee to file this form.
 6. **How do I get a N.Y.S. sales tax I.D. number?**
Call 518-457-5431.
 7. **Where can I find other links or download forms?**
[NYS Department of Taxation](#)
[Blumberg Legal Forms](#)
[Corporation Filings & UCC Forms and Information](#)
[Licensing for Electricians, Home Improvement Inspectors, Plumbers, Towers](#)
[Federal Tax I.D.s](#)
[Information \(Federal\) for Starting a Business](#)