



Office of Consumer Protection

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

Kimberly Von Ronn, Esq.
Director and Public Advocate

HOME IMPROVEMENT CLASS CHANGE APPLICATION INSTRUCTIONS

1. Application Requirements

- ❖ Applications must be filled out *completely*. Do not leave blanks. Write N/A, where appropriate. Incomplete applications may be rejected.
- ❖ Required forms and documents must accompany the application.
- ❖ Fees must be paid at the time of submission.
- ❖ Application must be signed and notarized.

2. License Classifications

- ❖ Applicants may apply for up to 3 classifications per application.
See attached list of classifications and requirements.
- ❖ To apply for more than 3 classifications, a Supplemental Application must be submitted with applicable fees.
Supplemental Application forms can be found on website.
 - There is no limit to the number of Supplemental Applications and classifications you may apply for.
 - All classifications will appear on one license per business (i.e., corporation, partnership or individual).

3. Fees

- ❖ All fees are non-refundable, regardless of whether an application is approved, and a license is issued. Payment can be made by Credit Card, Check, or Money Order payable to:
Rockland County Commissioner of Finance.
- ❖ Each application for up to 3 classifications is \$325.
- ❖ Any supplemental application for 3 additional classifications is \$325.

4. Annual License Renewal

- ❖ Licenses are valid for 1 year and must be timely renewed with required documentation and annual fee.
- ❖ Renewal Application fee is \$225 for every 3 classifications.
- ❖ A \$225 fee is required for every 3 additional classifications.

5. Experience Record

- ❖ Qualifying experience record must be completed by Applicant.
- ❖ Qualifying experience record must also be completed by all **partners of a partnership and corporate officers.**

- ❖ **Note to Applicant: Please be very SPECIFIC in detailing the type of work and projects you personally worked on for each job/employment in the “Qualifying Construction Experience Record” Section of the Application. Failure to describe your work experience with specificity may result in your application being denied or require you to appear before the Home Improvement Licensing Board.**
- ❖ See attached *Home Improvement License Classifications* Appendix A for required years of training/experience per classification.

6. Reference Letter Form

- ❖ **The applicant must submit two (2) completed Reference Letter Forms for each license classification being requested.**
 - Reference letters may be provided by former employers, architects, engineers, clients, building inspectors, or certified contractors in the applicable trade.
 - All sections of the Reference Letter Form must be fully completed. Incomplete forms will not be accepted.
 - Each reference must be able to verify the type of work performed, the license classification, the time period involved, and relevant details of the applicant’s experience.
 - Reference letters must clearly demonstrate that the applicant has specific experience in the classification for which licensure is being sought.
- ❖ References may be contacted to verify the applicant’s experience.
- ❖ If the reference letters submitted do not contain sufficient information to evaluate the applicant’s experience, the applicant will be required to submit additional reference letters.

7. Insurance

ALL INSURANCE DOCUMENTS MUST LIST CERTIFICATE HOLDER AS:

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A. General Liability

Proof of liability insurance (ACORD Form) in the amount specified:

- Minimum of \$1,000,000 per occurrence for B6—General Contractors (covers all phases of home improvement and employs subcontractors with unlimited contract amount)
- Minimum of \$500,000 per occurrence for all other classifications.

B. Workers’ Compensation and Disability

- Certificate of Workers’ Compensation Insurance (Form C-105.2 or Form SI-12) or if through NYSIF (Form U26.3)
- Certificate of Disability Insurance (Form DB 120.1 or Form DB155)
- Applicants who are not required by law to carry Workers’ Compensation Insurance and/or Disability Benefits Insurance **must** submit a CE-200 Form—Attestation for New York Entities with No Employees.

Note: The CE-200 Form can be found at the NYS Workers' Compensation Board website <http://www.wcb.ny.gov/>. Click on "Common Forms" and search by Form Number—"CE-200." This form is filed electronically, but **you must Print, Sign and Date a completed copy to submit with your application.**

8. Swimming Pool Contractors—Course Certification and Continuing Education Requirements

- ❖ Swimming Pool Installation Contractors (Class 25) must obtain:
 1. APSP Certified Maintenance Specialist (CMS) (or higher)* or equivalent certification or training as determined by the Director, OR
 2. APSP Certified Building Professional or equivalent certification or training as determined by the Director.
- ❖ Swimming Pool Service Contractors (Class 26) must obtain:
 1. APSP Certified Maintenance Specialist (CMS) (or higher) or equivalent certification or training as determined by the Director.

*Acceptable Higher Training Courses are: APSP CBP Certified Building Professional, APSP CSP Certified Service Professional, APSP CST Certified Service Technician, or NSPF Advanced Service Technician (AST).

- ❖ General Contractors (A6 or B6) who provide Pool Installation or Service work must provide proof of Certification, as listed above. If General Contractor does NOT provide Pool Installation or Service work, you may submit an Affirmation, which can be found on our website at: www.rocklandcountyny.gov and navigate to "Departments," and "Consumer Protection / Weights and Measures.

Information about Approved Educational Programs can be found through the following organizations:

The Association of Pool & Spa Professionals
(APSP) (703) 838-0083
<http://apsp.org>

Northeast Spa & Pool Association
(609) 689-9111

Metro NJ/NY Chapter of APSP
(201) 391-3800

HOME IMPROVEMENT CONTRACTORS

286 Attachment 2

County of Rockland

Appendix A

Home Improvement License Classifications

Work Experience and/or Education Form

[Amended 2-1-2022 by Res. No. 52-2022; 6-21-2023 by Res. No. 289-2023]

CODE	LICENSE CLASSIFICATION	WORK COVERED	EDUCATION AND/OR EXPERIENCE	MINIMUM LIABILITY INS.
01	ATTIC FANS AND VENTILATION	Attic Fans, Mushroom Fans, Bathroom Fans, Kitchen Fans, Spa Fans, Garage Fans and Ventilation	3 yrs. Experience or Graduation from a Technical School plus 1 yr. Experience	\$500,000
02	ATTENNA, PHONE SYSTEMS, HOME THEATER SYSTEMS & LOW VOLTAGE LIGHTING	Radio Antennas, TV Antennas, Lightning Rods, Satellite Dishes, Phone Systems, Home Theater Systems & Low Voltage Lighting, CADS wiring and other telecommunications wiring	3 yrs. Experience or Graduation from a Technical School plus 1 yr. Experience	\$500,000
03	CABINETS	Cabinet Makers, Installers, Cabinet Refinishers, Formica Installers and Formica Countertops	3 yrs. Experience or Graduation from a Technical School plus 2 yrs. Experience	\$500,000
04	CLOSET SYSTEMS	All types - installation and repair	1 yr. Experience or Graduation from a Technical School	\$500,000
A5	CARPENTERS - ROUGH	General Framing, Window and Siding, Trimming, Sheetrocking, Porches, Playrooms, Decks, Screened Enclosures, Storm Doors, Windows and Replacements, Insulating Contractors, Garage Door Openers, Boardwalks	5 yrs. Experience or Graduation from a Technical School plus 3 yrs. Experience	\$500,000
B5	CARPENTERS - FINISH	Trim, Cabinets, Furniture, Closets, Hardwood Floors, Stair Rails, Penciling	5 yrs. Experience or Graduation from a Technical School plus 3 yrs. Experience	\$500,000
A6	CONTRACTORS - GENERAL	Covers all phases of Home Improvement and Employs Subcontractors - Contracts under \$300,000	5 yrs. Experience or Graduation from a Technical School plus 3 yrs. Experience	\$500,000
B6	CONTRACTORS - GENERAL	Covers all phases of Home Improvement and Employs Subcontractors - Contracts unlimited	7 yrs. Experience or Graduation from a Technical School plus 5 yrs. Experience	\$1,000,000

LAWS OF ROCKLAND COUNTY

CODE	LICENSE CLASSIFICATION	WORK COVERED	EDUCATION AND/OR EXPERIENCE	MINIMUM LIABILITY INS.
07	DOORS, WINDOWS, AWNINGS	Replacement Doors and Windows, Awnings, Decorative Grillwork	3 yrs. Experience or Graduation from a Technical School plus 2 yrs. Experience	\$500,000
08	DRY WALL CONTRACTORS	Drywall, Plasterers, Spackling, Drywall Finishes	3 yrs. Experience or Graduation from a Technical School plus 2 yrs. Experience	\$500,000
09	MIRROR AND GLASS CONTRACTORS	Glass and Mirror - Permanent Installation, Shower Enclosures	2 yrs. Experience or Graduation from a Technical School plus 1 yr. Experience	\$500,000
10	EXCAVATING CONTRACTORS	Drainage, Foundations, Sewer Lines, Stump Removal, Grading, Septic Systems, Gabion Baskets, Boulder Walls	3 yrs. Experience or Graduation from a Technical School plus 2 yr. Experience	\$500,000
11	RETAINING WALLS - STRUCTURAL	Above 18" high, made of stone, railroad ties, concrete or other materials, terraces, Including drainage	3 yrs. Experience or Graduation from a Technical School plus 2 yrs. Experience	\$500,000
12	FENCES	Decorative grillwork, Railings, Wood, Vinyl and Security Fences	2 yrs. Experience or Graduation from a Technical School plus 1 yr. Experience	\$500,000
13	LAWN SPRINKLERS	Automatic Watering Equipment	3 yrs. Experience or Graduation from a Technical School plus 2 yrs. Experience	\$500,000
14	FLOOR COVERING INSTALLERS	Hardwood Floors, Ceramic Tile Installers, Linoleum, Wall-to-wall carpeting, Mineral Fiber Tile, Epoxy Floors	4 yrs. Experience or Graduation from a Technical School plus 2 yrs. Experience	\$500,000
15	TREE SERVICES	Removing, Pruning, Trimming, Planting, Stump Grinding, Cabling, Spraying, Fertilizing, Brush Chipping and Removal	4 yrs. Experience or Graduation from a Technical School plus 3 yrs. Experience	\$500,000
16	INSULATING CONTRACTORS	All types of insulation	1 yr. Experience or Graduation from a Technical School	\$500,000
17	LAWN MAINTENANCE	Lawn cutting, clean ups & seeding only. Not applicable to full-time students using non-commercial equipment	1 yr. Experience or Graduation from a Technical School	\$500,000

HOME IMPROVEMENT CONTRACTORS

CODE	LICENSE CLASSIFICATION	WORK COVERED	EDUCATION AND/OR EXPERIENCE	MINIMUM LIABILITY INS.
18	LANDSCAPING	Planting, Brush removal, gardening, mulching, fertilizing, decorative ponds, waterfalls, construction and repair of cascades and ponds, pruning, trimming, soft-washing, powerwashing & lawn maintenance; wood and vinyl fencing; automatic watering equipment excavation no more than four feet in depth	3 yrs. Experience or Graduation from a Technical School plus 2 yrs. Experience	\$500,000
19	LOCKSMITHS	Locks, Security gates, Home Safes, Security Screens	4 yrs. Experience or Graduation from a Technical School plus 3 yrs. Experience	\$500,000
20	MASON CONTRACTORS	Concrete, Block Decorative Stone, Footings, Fireplaces, Brick, Ceramic Tile Retaining Walls, Patios, Basements and Foundation Marble, Contractors and Free Standing Fireplaces	5 yrs. Experience or Graduation from a Technical School plus 3 yrs. Experience	\$500,000
21	LEADERS AND GUTTERS	All types of leaders and gutters	1 yr. Experience or Graduation from a Technical School	\$500,000
22	PAVEMENT CONTRACTORS	Asphalt, Concrete, Macadam, Pavers and Sealers, Belgian Blocks	3 yrs. Experience or Graduation from a Technical School plus 2 yrs. Experience	\$500,000
23	ROOFERS AND SIDERS	Asphalt Shingles, Tile, Tin, Aluminum and Copper, Wood, Plastic Roofing, Slate, Skylights, Build up roofs, Vinyl, Mineral Fiber, Wood Siding, Leaders and Gutters, Wrapping, Fascia and Soffits	3 yrs. Experience or Graduation from a Technical School plus 2 yrs. Experience	\$500,000
24	POWERWASHING, SOFT-WASHING AND SANDBLASTING	All surfaces	2 yrs. Experience or Graduation from a Technical School plus 1 yr. Experience	\$500,000

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CODE	LICENSE CLASSIFICATION	WORK COVERED	EDUCATION AND/OR EXPERIENCE	MINIMUM LIABILITY INS.
25	SWIMMING POOL INSTALLATION CONTRACTOR	In-ground and permanently installed aboveground spas, hot tubs and water features greater than 24 inches deep; including service, barriers, drainage, decks, retaining walls and filter systems may employ licensed subcontractors restricted to swimming pool construction only	4 years experience and successful completion of the APSP Certified Maintenance Specialist (CMS) (or higher) or equivalent certification or training as determined by the Director; or 2 years experience and the successful completion of the APSP Certified Building Professional or equivalent certifications or training as determined by the Director. In addition, proof of current applicable APSP certification is required at time of license renewal	\$500,000
26	SWIMMING POOL SERVICE CONTRACTOR	Service, repair and/or maintenance of inground aboveground pools, spas, hot tubs and water features including filter systems, water chemistry application, safety and mechanical components	2 years experience and the successful completion of the APSP Certified Maintenance Specialist (CMS) (or higher) or equivalent certification or training as determined by the Director. In addition, proof of current applicable APSP certification is required at time of license renewal	\$500,000
27	VACUUM CLEANER SYSTEMS	Central vacuum systems	2 yrs. Experience or Graduation from a Technical School plus 1 yr. Experience	\$500,000
28	WATERPROOFING CONTRACTORS	Foundation waterproofing, drainage, french drains, tile etc.	3 yrs. Experience or Graduation from a Technical School plus 1 yr. Experience	\$500,000
29	WATER SOFTENERS AND CONDITIONS	Installation of any water purification system that ties into sanitary drinking and/or drainage system	2 yrs. Experience or Graduation from a Technical School plus 1 yr. Experience	\$500,000

HOME IMPROVEMENT CONTRACTORS

CODE	LICENSE CLASSIFICATION	WORK COVERED	EDUCATION AND/OR EXPERIENCE	MINIMUM LIABILITY INS.
30	WELL DRILLERS	Installation and repair of wells and well systems	5 yrs. Experience or Graduation from a Technical School plus 3 yrs. Experience	\$500,000
31	PAINTERS, WALLCOVERING & POWERWASHING	Indoor and Outdoor painting and staining, All types of Wall covering installation, Wall preparation and powerwashing and soft-washing	3 yrs. Experience or Graduation from a Technical School plus 2 yrs. Experience	\$500,000
32	RESURFACERS	Resurface permanently Installed appliance fixtures, spas countertops and stone surfaces	2 yrs. Experience or Graduation from a Technical School plus 1 yr. Experience	\$500,000
33	WOOD STOVES AND FREE STANDING FIREPLACES	Installation and repair	3 yrs. Experience or Graduation from a Technical School plus 2 yrs. Experience	\$500,000
34	WINDOW TREATMENTS	Custom installations of various treatments including blinds, shades, cornices, etc.	1 yr. Experience or Graduation from a Technical School	\$500,000
35	DECKS, GAZEBOS & BABY BARNES	All types of Decks, Cabanas, Gazebos, Playsets and Swings	4 yrs. Experience or Graduation from a Technical School plus 3 yrs. Experience	\$500,000
36	COUNTERTOPS	All materials for countertops	3 yrs. Experience or Graduation from a Technical School plus 2 yrs. Experience	\$500,000
37	SEALERS	Sealing of driveways only	3 yrs. Experience or Graduation from a Technical School plus 2 yrs. Experience	\$500,000
38	SIDING CONTRACTORS	Vinyl, Mineral Fiber, Wood Siding, Leaders and Gutters, Wrapping, Fascia and Soffits	3 yrs. Experience or Graduation from a Technical School plus 2 yrs. Experience	\$500,000
39	DEMOLITION	Tearing down, gutting, destruction or any other method of removal of all or any part of a residential structure	3 yrs. Experience or Graduation from a Technical School plus 2 yrs. Experience	\$500,000
40	SOLAR PANEL INSTALLER	Installation of Solar Panels may employ licensed subcontractors restricted to solar panel installation and includes the precertification of the condition and life expectancy of the roof	3 yrs. Experience or Graduation from a Technical School plus 3 yrs. Experience	\$500,000

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CODE	LICENSE CLASSIFICATION	WORK COVERED	EDUCATION AND/OR EXPERIENCE	MINIMUM LIABILITY INS.
41	AIR DUCT CLEANING	Cleaning of air ducts	3 yrs. Experience or Graduation from a Technical School plus 2 yrs. Experience	\$500,000
42	NOT OTHERWISE CLASSIFIED (NOC)	As determined by the Director	As determined by the Director	\$500,000

All determination as to qualifying experience or education is at discretion of the Board.

DEFINITIONS:

School — An accredited technical school or college related to field applied for or which is determined by Board, after review, to be appropriate

Experience — paid work experience in a company which primarily deals in a field for which license is applied.



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HOME IMPROVEMENT CLASS CHANGE LICENSE APPLICATION

You must account for the minimum years of experience required for each classification requested. *See attached Home Improvement License Classification Appendix A.*

Business Name: _____

License Number: _____

Licensee (Applicant of Record) Full Name: _____

Current License Classifications: _____, _____, _____

New Classifications being Requested: _____, _____, _____

QUALIFYING CONSTRUCTION EXPERIENCE RECORD

Note to Applicant: Please be very **SPECIFIC** in detailing the type of work and projects you personally worked on for each job/employment listed below. Failure to describe your work experience with specificity may result in your application being denied or require you to appear before the Home Improvement Licensing Board.

Business Name: _____		
Address: _____		
Street	City	Zip
Start Date: _____	End Date: _____	Job Title/Position Held: _____
Description of Job Duties & Responsibilities:		

Business Name: _____		
Address: _____		
Street	City	Zip
Start Date: _____ End Date: _____ Job Title/Position Held: _____		
Description of Job Duties & Responsibilities:		

Business Name: _____		
Address: _____		
Street	City	Zip
Start Date: _____ End Date: _____ Job Title/Position Held: _____		
Description of Job Duties & Responsibilities:		

Attach the following required documentation (see Instructions for details):

- Reference Letter Form, describing work relevant in classification(s) for which you are applying for
- Proof of General Liability Insurance Policy covering Additional Classifications
- Certifications for Pool Contractors, if applicable, or Affirmation.

False Statements made on this form are punishable by a Class A Misdemeanor pursuant to Section 210.45 and/or 175.35 of the NYS Penal Law.

Signature	Date
SWORN BEFORE ME THIS DATE	COMM. OF DEEDS - NOTARY PUBLIC
_____ Day of _____, 20_____	County of _____ No. _____



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Applicant's Name: _____

Applicant's Company Name: _____

REFERENCE LETTER FORM

Verification of Qualifying Experience

The below information must be completed by the person providing the reference for the Applicant. Acceptable references include **former employers, licensed architects and engineers, building inspectors, certified contractors, and customers.** References will be contacted via email or phone for verification. Do not leave spaces blank. If not applicable, write N/A.

Your Company Name (if applicable): _____

Your Name: _____

Address where work was performed: _____

Phone#: _____

Email: _____

Professional Relationship

How long have you known the applicant professionally? _____

When was the construction work performed? Month_____/Year_____ to Month_____/Year_____

Description of Work Observed

List the type of construction work you personally saw the applicant perform. Be as specific as possible.
Do NOT list project names; describe the work itself in detail.



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AFFIRMATION

ANSWERS TO ALL QUESTIONS MUST BE ACCURATE AND COMPLETE. NO BLANK SPACES.
PLEASE PRINT.

I, _____, as applicant of record of _____
(name of applicant of record) (name of business)

do hereby affirm that I

hold Rockland County Home Improvement License No. _____

am applying for a Rockland County Home Improvement License

with a Classification of

A6 (General Contractor – contracts less than \$300,000)

B6 (General Contractor – unlimited)

For Classification A6 or B6 only (if applicable) – Waiver from Pool Certification Course

I hereby acknowledge that my home improvement business does not now nor will perform or subcontract such services within Classification 25 (Swimming Pool Installation Contractor) or Classification 26 (Swimming Pool Service Contractor) for homeowners. As such, I request that my home improvement business be granted an exemption from the requirement of providing proof of completion of a swimming pool certification course as required in Chapter 286 of the Laws of Rockland County (Home Improvement Contractors).

For All Classifications Completing This Form -

I agree that if in the future my home improvement business wishes to perform or subcontract these services for homeowners, prior to signing any contract or performing any work I must provide the Rockland County Office of Consumer Protection proof that I have completed the course. I further acknowledge that if I fail to do so I will face enforcement action and penalties.

I understand that any false statements made on this form or performing work within the Classification that I am requesting an exemption for may result in the suspension or revocation of the above-mentioned license as well as the imposition of criminal and civil penalties.

False statements made on this form are punishable by a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.

Signature of Applicant

Note: Digital / Typed signatures are not accepted.

Sworn to me before this _____ day of _____ 20____

Comm. Of Deeds
Notary Public

No. _____ County _____