



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

CHANGE OF APPLICANT AUTHORIZATION FORM
FOR A HOME IMPROVEMENT LICENSE

Current License Holder/Applicant must complete and attach a New Home Improvement License Application and its required documentation.

Answers to all questions must be accurate and complete. Please do not leave blank spaces. Write N/A as needed. **False statements made herein are punishable by a Class A Misdemeanor pursuant to 210.45 of the NYS Penal Law.**

1. Business Name: _____ License No.: _____
2. Current Licensee (Applicant of Record): _____

I _____ (Current Licensee) hereby acknowledge that I will no longer be the licensee associated with the business named above, which is currently licensed by the Rockland County Office of Consumer Protection to do Home Improvement. I authorize _____ (New Applicant), to operate under the above-referenced business and assume its associated license number, contingent upon qualification and approval by the Home Improvement Board.

SIGNATURE OF CURRENT LICENSEE

Sworn to me before this ____ day of _____ 20__

Comm. Of Deeds Notary Public

No. _____ County _____

SIGNATURE OF NEW APPLICANT

Sworn to me before this ____ day of _____ 20__

Comm. Of Deeds Notary Public

No. _____ County _____



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Dear Home Improvement Contractor Applicant:

Chapter 286 of the Laws of Rockland County requires persons conducting business as home improvement and/or swimming pool contractors to obtain a Rockland County license.

Before filling out the enclosed application, please be sure to read the instructions carefully. Note, the experience record portion of the application and child support form must be notarized.

The filing of an application does NOT constitute permission or authority to operate or advertise a home improvement business. A license must have been issued and in your possession before any operation may be legally conducted.

Conducting a home improvement business in Rockland County without a license is a crime as well as a civil violation. The criminal penalty upon conviction is a fine up to \$1,000 and/or up to 1 year in jail. The civil penalty is a fine up to \$3,000 per day of unlicensed work and/or impoundment of your vehicles and equipment.

Please be aware that a Home Improvement license **does not constitute a Plumbing, Heating, Cooling or Electrical license**. Please visit our website or contact the Office for those trade license applications.

The Office of Consumer Protection is available to assist you in the application process. Please do not hesitate to contact us to answer any questions.

Sincerely,

Kimberly Von Ronn, Esq.
Director & Public Advocate



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HOME IMPROVEMENT CONTRACTOR LICENSE APPLICATION INSTRUCTIONS

Failure to complete the required information may result in the delay or rejection of your application. Do not leave portions blank. Complete all required sections; write N/A, if appropriate. **Providing false or misleading information in the application may result in the denial of your application and subjects you to suspension or revocation if license is issued, as well as possible criminal penalties pursuant to Penal Law Section 175.**

1. Application Requirements

- ❖ Applications must be filled out *completely*. Incomplete applications may be rejected.
- ❖ Required forms and documents must accompany the application.
- ❖ Fees must be paid before Application will be reviewed.
- ❖ Application must be signed and notarized.
- ❖ **NOTE:** If acquiring an existing and established licensed home improvement business, a notarized [Change of Applicant Authorization Form](#) must accompany the home improvement contractor license application.

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**.
- ❖ **Vehicle Decal Stickers are \$10 each.** Note: Every vehicle operated in connection with the business must have a decal affixed to the rear.

4. Annual License Renewal

- ❖ Licenses are valid for 1 year from the time application is submitted 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. Photo Identification

- ❖ Valid Driver's License **with clear image of the applicant** must be submitted. Identification is required from the following person(s) on the application.
 - a. Individual
 - b. All Partners of a Partnership
 - c. Corporate Officers who are authorized to enter into a contract
 - d. All other personal dealing with the public in connection to the execution of a contract (excluding retail clerks)

6. 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.

7. 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.

8. Child Support Certification

- ❖ Individual Applicants or BOTH Partners of a Partnership must submit a Complete Child Support Certification Form. Child Support Forms must be notarized.

Persons who are four (4) 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. *NYS General Obligations Law § 3-503.*

The intentional submission of false written statements for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable pursuant to Section 175.35 of the New York State Penal Law.

9. Criminal Convictions

- ❖ You will be required to list any criminal convictions of all Persons identified above.
- ❖ A criminal conviction does not represent an automatic bar to licensure. Each case is considered and evaluated on an individual basis in relation to the type of work performed.

10. Unsatisfied Judgments

- ❖ You will be required to list any unsatisfied judgments of the business, and an explanation of affirmative steps actively being taken to satisfy the judgments, with a letter from an Attorney, Accountant or Creditor attesting to said explanation.

11. Proof of Authority to Conduct Business in Rockland County, State of New York

A CORPORATION must submit a copy of the filing receipt from the New York State Secretary of State granting the corporation the authority to do business in New York State.

A FOREIGN CORPORATION must submit a copy of the filing receipt from the New York State Secretary of State granting the Corporation the authority to do business in New York State.

A DOMESTIC OR FOREIGN CORPORATION with an ASSUMED NAME must submit a copy of the filing receipt from the New York State Secretary of State granting use in the County of Rockland of the Assumed Name.

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.

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.

NOTE: If you lost your filing receipt, you may request a Certificate of Good Standing by calling NYS Department of State -Division of Corporations at (518) 473-2492.

12. Insurance

ALL INSURANCE DOCUMENTS MUST LIST CERTIFICATE HOLDER AS:

*County of Rockland
Office of Consumer Protection
50 Sanatorium Road, Building A, 5th Floor
Pomona, NY 10970*

Insurance Certificates must have a recent ISSUE date, i.e., within the past 3 months. Ask your insurance broker for a freshly issued Certificate if you do not have one.

A. General Liability

Proof of liability insurance (ACORD Forms acceptable) in the amount specified per Classification.

- 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.

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.

13. Contractor Vehicles

- ❖ Current State DMV registrations for all vehicles used in connection with the licensed business must be submitted with the application.
- ❖ If the Registration is not issued to either the Applicant or the Business, the Applicant must attach a signed statement from the Registered Owner of the vehicle authorizing use of the vehicle for the Applicant's Business, the Registered Owner's relationship to the Applicant and whether or not the Registered Owner is employed by the Applicant.
- ❖ Vehicles registered to another company will not be accepted.
- ❖ Updated Authorization Statements will be required annually upon license renewal.

14. Written Examination

- ❖ Each applicant must take and pass (score 75%) a written examination administered in accordance with Rockland County Law Chapter 286-6 prior to the issuance of a license.
- ❖ Time and place for written examination shall be scheduled only after the application paperwork is complete and the Home Improvement Licensing Board approves the application.
- ❖ Reasonable accommodations, including language translation, offered upon request.

15. 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

LAWS OF ROCKLAND COUNTY

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

LAWS OF ROCKLAND COUNTY

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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Director and Public Advocate

HOME IMPROVEMENT CONTRACTOR LICENSE APPLICATION CHECKLIST

Use this courtesy Checklist to confirm you have all the required documents to complete your application. Failure to submit a complete application may result in your application being rejected or delayed.

- Application Form
- Supplemental Application Form (If applying for 4+classifications)
- Experience Record
- Reference Letter Form
- Proof of Authority to Conduct Business in Rockland County (NYS Filing Receipt or Rockland County Certified Business Certificate)
- Child Support Certification
- General Liability Insurance
- Workers' Compensation or CE-200 (Exemption Form)
- Disability Insurance or CE-200 (Exemption Form)
- DMV Registrations for All Vehicles
 - Vehicle Authorization Letter, if vehicle NOT registered under Business or Applicant's Name
 - Vehicles Registered to another company will not be accepted
- Color Photocopy of Valid Driver's License
- License Fees
 - Application - \$325 (per Application and Supplemental Application)
 - Check or Money Order: Payable to *Rockland County Commission of Finance*
 - If you prefer to pay by Credit Card, you will be invoiced at the time of processing
 - Decal Stickers- \$10 each sticker

Other, if applicable:

- Letter of explanation from an Attorney, Accountant or Creditor attesting to steps to satisfy judgments.
- Pool Course Certification (Class 25, 26, A6 or B6) or Waiver Affirmation (Class A6 or B6)



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Kimberly Von Ronn, Esq.
Director and Public Advocate

HOME IMPROVEMENT CONTRACTOR LICENSE APPLICATION

PART I. CONTRACTOR BUSINESS INFORMATION

Answers to all questions must be accurate and complete. Please do not leave blank spaces. Write N/A as needed.

False statements made herein are punishable by a Class A Misdemeanor pursuant to 210.45 of the NYS Penal Law.

Check box to indicate Type of Ownership:

<input type="checkbox"/> Corporation/LLC/LTD/LP/LLP	<input type="checkbox"/> Partnership	<input type="checkbox"/> Individual Owner
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Business Name: _____

Trade/Assumed/Display Name (DBA): _____

Business Street Address: _____

Town/Village: _____ **State:** _____ **Zip:** _____ **Business Phone:** (____) ____ - ____

Business Email: _____ @ _____ .com

Note: Email address must be legible, accurate and regularly monitored as it will be used to create your online profile, and you will receive important notifications regarding your license via this email.

Name of Applicant (Last, First, Middle): _____

Date of Birth (MM/DD/YYYY): ____ / ____ / ____ **Sex (circle):** Male Female

Home Street Address: _____

Town/Village: _____ **State:** _____ **Zip:** _____ **Personal Phone:** (____) ____ - ____

Select up to three (3) License Classifications that describe exactly the Type of Work the Applicant intends to conduct. Applicant must have required years of qualifying experience. See Attached—Home Improvement License Classifications –Chapter 286 Appendix A.

For more than 3 License Classifications, complete Supplementary Application.

- 1. _____
- 2. _____
- 3. _____

If Contractor Business is a Partnership, list Name and Address of each Partner.

Full Name (Last, First, Middle): _____

Home Street Address: _____

Town/Village: _____ State: _____ Zip: _____

Full Name (Last, First, Middle): _____

Home Street Address: _____

Town/Village: _____ State: _____ Zip: _____

If Contractor Business is a Corporation/LLC/LTD/LP/LLC, list name, title and address of any Corporate Officer and Designated Agent(s) of service upon whom process or other legal notice may be served. Use Additional Sheets if Necessary

Full Name (Last, First, Middle): _____

Corporate Title: _____

Home Street Address: _____

Town/Village: _____ State: _____ Zip: _____

Full Name (Last, First, Middle): _____

Corporate Title: _____

Home Street Address: _____

Town/Village: _____ State: _____ Zip: _____

Please list ALL employees who deal with the public and have authority to estimate, negotiate and finalize all contractual agreements. It is the Applicant's responsibility to provide updates to Consumer Protection as employees are added or removed from these duties in the Contractor Business.

Full Name	Home Address	Description of Duties

Use Additional Sheets if Necessary

All vehicles used in your Rockland County business must be registered with Consumer Protection and display a current vehicle decal.

Total number of vehicles used in the Contractor Business: _____

INSURANCE ACKNOWLEDGEMENTS

Please read the below statements carefully, initial and date.

I understand that if I submit a Workers' Compensation and/or Disability Exemption (CE-200 Form) at any time during the pendency of my licensure with Rockland County Consumer Protection, I am confirming that I have not hired any individuals in the restricted categories outlined on the Form.
 _____(initials) _____(date)

Should I hire any individuals to perform **ANY WORK** for the Contractor Business, even on a temporary, per day or per hour basis, I acknowledge that I must obtain the appropriate Workers' Compensation and Disability Insurance. Failure to do so may result in civil penalties, suspension and/or revocation of my Home Improvement Contractor License. _____(initials) _____(date)

I further affirm that I have **ACCURATELY** reported to my insurance company and/or broker the Type of Work / Classification my Contractor Business intends on performing.
 _____(initials) _____(date)

I understand that I am required to **CONTINUOUSLY MAINTAIN** all insurance policies in compliance with Rockland County law, as well as any other applicable State laws. Failure to do so may result in civil penalties, suspension and/or revocation of my Home Improvement Contractor License. It is my affirmative responsibility to institute any policies and procedures within my business to ensure insurance policies do not lapse. _____(initials) _____(date)

 Signature of Applicant

Note: Digital / Typed signatures are not accepted.

D. Other Background Information

1. If you or your Business(es) have been previously licensed in Rockland County, provide former company/business name and license number. If not applicable, write N/A.

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2. Name any other Business(es) you hold a financial or personal interest in.

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3. List other contractor, trade or professional licenses you hold or have held in the past. Provide jurisdiction, license type and license number.

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4. Has any trade or professional license ever been denied, cancelled, suspended or revoked?

<input type="checkbox"/> No	<input type="checkbox"/> Yes
-----------------------------	------------------------------

If yes, explain.

5. Have you been convicted of a crime within the last ten (10) years? Do not include minor traffic violations.

<input type="checkbox"/> No	<input type="checkbox"/> Yes
-----------------------------	------------------------------

If Yes, attach a list of all criminal convictions including date, name, charge, and disposition—court and date.

6. Does the business have any outstanding judgments? If yes, provide letter from attorney or accountant explaining how you are actively resolving the judgments.

<input type="checkbox"/> No	<input type="checkbox"/> Yes
-----------------------------	------------------------------

False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.

Signature of Applicant

Note: Digital / Typed signatures are not accepted.

SWORN BEFORE ME THIS DATE
_____ Day of _____, 20____

COMM. OF DEEDS - NOTARY PUBLIC
County of _____
No. _____



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

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 _____



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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.

Thank you for your cooperation in this matter.

Attach.

