



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 CONTRACTOR LICENSE APPLICATION EXPERIENCE-BASED QUALIFICATIONS (APPLICATION A)

Dear Home Improvement Contractor Applicant:

Chapter 286 of the Laws of Rockland County requires persons conducting business in home improvement to obtain a Rockland County license.

There are three methods to apply for a Home Improvement License:

- Experience-Based Qualifications
- Licensure In Another Jurisdiction
- Surety Bond

This application is for individuals applying based on **QUALIFYING WORK EXPERIENCE** in their trade classification (roofing, painting, general contracting, etc.). Please refer to the attached Appendix for license classifications and required years of experience.

Submitting an application does not authorize you to operate or advertise a home improvement business. A valid license must be issued before conducting any work. Unlicensed activity may result in civil penalties of up to \$3,000 per day and impoundment of vehicles and equipment.

Note that a Home Improvement license **does not constitute an Electrical, Plumbing, Heating, Cooling, Refrigeration, Sheet Metal and Fire Sprinkler license.** Please visit our website or contact the Office for those trade license applications.

The Office of Consumer Protection is available to assist you throughout the application process. If you have any questions, please do not hesitate to contact our office for support.



View our Licensing Application Series

Sincerely,

Kimberly Von Ronn, Esq.
Director & Public Advocate



Office of Consumer Protection

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HOME IMPROVEMENT CONTRACTOR LICENSE APPLICATION INSTRUCTIONS

EXPERIENCE-BASED QUALIFICATIONS (APPLICATION A)

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 4 classifications per application.
See attached list of classifications and requirements.
- ❖ To apply for more than 4 classifications, a [Supplemental Application](#) must be submitted with applicable fees.
 - 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

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 commercial 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 renewed timely with required documentation and fee.
- ❖ Renewal Application fee is \$225 for every 4 classifications.
- ❖ An \$225 fee is required for every 4 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. Applicant
 - b. All Partners of a Partnership
 - c. Corporate Officers of Business

6. Qualifying Experience Record

- ❖ Qualifying experience record must be completed by Applicant.
- ❖ **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.**
- ❖ Refer to Appendix A – *Home Improvement License Classifications for the required years of experience for each classification.*

7. Reference Letter Form

- ❖ 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.
 - Reference letters must clearly demonstrate that the applicant has specific experience in the classification for which licensure is being sought.
 - References may be contacted by the Office to verify the applicant's experience.
 - Additional references may be required if submitted ones lack sufficient detail.

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 per NYS General Obligations Law § 3-503.

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.

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**

Applicants must provide proof of general liability insurance (ACORD25 form) in the coverage amount specified for their classification in Appendix.

- Contractors who subcontract work must provide POLICY DECLARATION PAGES as proof that all subcontracted work is properly covered under their insurance policy.

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 commercial vehicles used in connection with the licensed business must be submitted with the application.
- ❖ Vehicles registered to another company will not be accepted.
- ❖ Any vehicles registered to another person, must be accompanied by a signed Letter of Authorization from the owner of the vehicle, noting the plate, make, model of vehicle.

14. 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 (CBP) 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



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HOME IMPROVEMENT CONTRACTOR LICENSE APPLICATION
EXPERIENCE-BASED QUALIFICATIONS (APPLICATION A) 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.

Required for all applicants:

- Application Form A – Experience-Based Qualifications
- NYS Filing Receipt, or Rockland County Certified Business Certificate (if a sole proprietor)
- Experience Record
- Two Completed Reference Letter Forms
- Child Support Certification
- General Liability Insurance (Must be an Occurrence Based Policy – ACORD25 Form)
- Workers' Compensation (Form C-105.2 or SI-12), or CE-200 (Exemption Form)
- Disability Insurance (Form DB120.1 or DB155), or CE-200 (Exemption Form)
- DMV Registrations for all Commercial Vehicles
- Color Photocopy of Valid Driver's License
- License Fees
 - Application - \$325
 - Decal Stickers- \$10 each sticker
 - 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

Other, if applicable:

- Letter of explanation from an Attorney, Accountant or Creditor attesting to steps to satisfy judgments.
- Certificate of Disposition for any criminal convictions within the past ten (10) years.
- Pool Course Certification (Class 25, 26, A6 or B6) or Waiver Affirmation (Class A6 or B6)
- Financial Disclosure Form
- Chemical Certification (Class 18)

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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Kimberly Von Ronn, Esq.
Director and Public Advocate

HOME IMPROVEMENT CONTRACTOR LICENSE APPLICATION

The application must be completed in full. All responses must be accurate, complete, and legible. 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.**

PART I. CONTRACTOR BUSINESS INFORMATION

Business Name: _____

Trade/Assumed/Display Name (DBA): _____

Business Street Address: _____

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

Business Email Address: _____

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 four (4) License Classifications that describe exactly the Type of Work the Applicant intends to conduct. See Attached—Home Improvement License Classifications –Chapter 286 Appendix A.

For more than 4 License Classifications, complete Supplementary Application.

- 1. _____ 3. _____
- 2. _____ 4. _____

List all additional individuals involved with the business or company, including partners, corporate officers, and other principals. Provide the name and address of each partner and each designated agent authorized to receive service of process or other legal notices.

<p>Full Name: _____</p> <p>Home Address: _____ City: _____ State: _____ Zip: _____</p> <p>Title/Position: _____ Email Address: _____</p>
<p>Full Name: _____</p> <p>Home Address: _____ City: _____ State: _____ Zip: _____</p> <p>Title/Position: _____ Email Address: _____</p>
<p>Full Name: _____</p> <p>Home Address: _____ City: _____ State: _____ Zip: _____</p> <p>Title/Position: _____ Email Address: _____</p>

Use additional sheets if necessary.

VEHICLE REGISTRATIONS:

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

Total number of vehicles used in the Contractor Business: _____

SUBCONTRACTING AFFIRMATION

Will you subcontract any work? Yes No

If “Yes,” you must provide General Liability Insurance Policy Declaration pages demonstrating coverage for subcontracting. Note: Subcontracting is permitted only within the scope of the classification for which you are applying.

If “No,” you must complete the below Subcontracting Waiver Certification

SUBCONTRACTING WAIVER / CERTIFICATION

I _____ hereby certify and agree that upon issuance of a license, I will comply with the following conditions:

I will not subcontract any work. I understand and acknowledge that subcontracting is prohibited under this certification. If I am found to be subcontracting work, I may be subject to enforcement action, including but not limited to violations, civil penalties, and suspension or revocation of my license.

If I later intend to subcontract any work, I will notify the Office of Consumer Protection in advance and will provide **proof of general liability insurance coverage that specifically includes subcontracted work prior to engaging any subcontractors, and proof of Worker’s Compensation and Disability Insurance.**

I further understand that failure to comply with the terms of this certification may result in enforcement action, including denial, suspension, or revocation of my license.

Signature of Applicant
Note: Digital / Typed signatures are not accepted.

FINANCING DISCLOSURE

Do you offer financing for home improvement services provided under your business, either directly or indirectly? Yes No

If “Yes,” **PLEASE NOTE.** Per section 286-12A of the Rockland County Local Law, the law requires that any licensed Home Improvement Contractor or an affiliate who directly or indirectly arranges or facilitates the financing of a home improvement contract to

- (1) Disclose to the owner, in writing, any payments made or received by the licensee in connection with the financing, including the amount of such payments, on forms provided by the Director;
- (2) Provide an appropriate Consumers' Bill of Rights, prepared by the Director; and
- (3) Obtain the owner's written acknowledgement of receipt of the written disclosure of any payments and the appropriate Consumers' Bill of Rights on forms provided by the Director.

See our website for applicable Disclosure forms and Consumers’ Bill of Rights.

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)

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes
If yes, explain.	

3. 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
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If Yes, attach a list of all criminal convictions including date, name, charge, and disposition—court and date.

4. 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

EXPERIENCE-BASED QUALIFICATIONS (APPLICATION A)

This form must be completed only by applicants seeking licensure based upon qualifying experience.

I certify that I possess at least _____ years of experience in the Home Improvement Contracting business, or in related activities, which similarly tend to establish my competence to operate a Home Improvement Contracting business under the license classification for which I am applying.

Note to Applicant: Please very SPECIFIC in detailing the type of construction work 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.

A. Work Experience

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: <hr/> <hr/>
Business Name: _____ Address: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Street City Zip </div>
Start Date: _____ End Date: _____ Job Title/Position Held: _____ Description of Job Duties & Responsibilities: <hr/> <hr/>

B. Theoretical or Educational Experience

Submit diplomas/transcripts for any higher education degrees or technical school being used to establish experience.

Name of School: _____ Address: _____ Start Date: _____ End Date: _____ Degree Received: _____
Name of School: _____ Address: _____ Start Date: _____ End Date: _____ Degree Received: _____

C. State below any other information that would tend to establish your competence or qualification to operate a Home Improvement Business.

Signature of Applicant



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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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.

