



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 SURETY BOND (APPLICATION C)

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 intended for individuals seeking licensure through **POSTING OF A SURETY BOND**. Applicants must review attached *Grid* to determine the required bond amount based on the classification(s) requested. Where multiple classifications are selected, the applicant must post the bond amount corresponding to the classification with the highest bonding requirement.

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

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 INSTRUCTIONS

SURETY BOND (APPLICATION C)

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. **Surety Bond**

- ❖ Applicants applying under a Surety Bond must provide the following:
 - A Surety Bond naming the **Rockland County Office of Consumer Protection as the obligee**, in the amounts specified in the Bond Amount Grid.
 - Applicant must be named the Principal of the Surety Bond. **See Sample Bond Form.**
 - The Surety Bond must be valid for a minimum term of two (2) years. A renewed or replacement bond is required for each renewal period.
 - The bond requirement may be discontinued once a bond has been maintained for a period equal to the applicant's required qualifying experience for licensure eligibility. For example, a Roofing contractor with three (3) years of required qualifying experience (See Appendix) must maintain the bond for three (3) years, including all renewal periods.

7. **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.

8. **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.

9. **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.

10. 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.

11. 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 the **Appendix attached**.

- 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.

12. 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.

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.



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
SURETY BOND (APPLICATION C) 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 C – Surety Bond
- NYS Filing Receipt, or Rockland County Certified Business Certificate (if a sole proprietor)
- Surety Bond (See SAMPLE attached)

- 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)



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

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.

| |
|--|
| |
|--|

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 |
|-----------------------------|------------------------------|

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

SURETY BOND (APPLICATION C)

This section must be completed only by applicants applying for a Home Improvement Contractor License under the posting of a surety bond.

NOTE: A copy of the fully executed surety bond must be attached to this application. The applicant must be listed as the principal on the bond. See attached sample bond form for reference.

| Required Bond Amount: | Classification Type |
|-----------------------|---|
| \$50,000 - \$150,000 | Refer to Grid attached to determine the bond amount for the classification under which you are applying. Where multiple classifications are selected, the applicant must post the bond amount corresponding to the classification with the highest bonding requirement. |

1. Surety Bonding Company:

| | |
|---|--|
| Name of Bonding Company (Surety): _____ | |
| Bond Number: _____ | Bond Amount: _____ <i>See Grid</i> |
| Effective Date of Bond: _____ | Expiration Date: _____ <i>Must be valid for at least 2 years.</i> |
| Contact Phone: (____) _____ - _____ | Email: _____ |
| _____ | |

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

Signature of Applicant/Principal

BOND AMOUNT GRID

| CODE | License Classification | Work & Responsibilities Covered | Surety Bond Amount |
|-------------|---|---|---------------------------|
| 01 | Attic Fans and Ventilation | Attic Fans, Mushroom Fans, Bathroom Fans, Kitchen Fans, Spa Fans, Garage Fans and Ventilation | \$50k |
| 02 | Antenna, Phone Systems, Home Theatre Systems & Low Voltage Lighting | Lightning Rods, Satellite Dishes, Phone Systems, Home Theater Systems & Low Voltage Lighting, CADS wiring and other telecommunications wiring | \$50k |
| 03 | Cabinets | Cabinet Makers, Installers, Cabinet Refinishers, Countertops | \$50k |
| 04 | Closet Systems | All types of closet organizers | \$50k |
| A5 | Rough Carpenters | General Framing, Doors, Windows and Replacements, Siding, Trimming, Sheetrocking, Porches, Playrooms, Decks, Screened Enclosures, Storm Doors, Insulating Contractors, Garage Doors/Openers, Boardwalks | \$75k |
| B5 | Finish Carpenters | Trim, Cabinets, Furniture, Closets, Hardwood Floors, Stair Rails | \$75k |
| GC | General Contractor | Completes all major phases of contracting work and is experienced in handling large scale projects such as renovations, additions, kitchens, bathrooms, that require knowledge in carpentry, masonry, roofing, plumbing and electrical work. A General Contractor is responsible for directly performing, supervising, and coordinating such work, and must demonstrate competency through practical experience, as well as experience in administrative and managerial functions. General contractors are proficient in comprehensive plan reading, readily able to locate and understand NYS Residential Building Code, NYS contract law and have practical experience directly communicating with consumers. | \$150k |
| 07 | Doors, Windows, Awnings | Replacement Doors and Windows, Awnings, Decorative Grillwork | \$50k |
| 08 | Dry Wall | Drywall, Plasterers, Spackling, Drywall Finishes | \$50k |
| 09 | Mirror and Glass | Glass and Mirror - Permanent Installation, Shower Enclosures | \$50k |
| 10 | Excavating | Drainage, Foundations, Sewer Lines, Stump Removal, Grading, Septic Systems, Gabion Baskets, Boulder Walls | \$75k |
| 11 | Structural Retaining Walls | Above 18" high, made of stone, railroad ties, concrete or other materials, terraces, Including drainage | \$75k |
| 12 | Fences | Decorative grillwork, Railings, Wood, Vinyl and Security Fences | \$50k |
| 13 | Lawn Sprinklers | Automatic Watering Equipment | \$50k |
| 14 | Flooring & Floor Covering | All types of flooring and floor covering | \$50k |
| 15 | Tree Services | Tree Removing, Pruning, Trimming, Planting, Stump Grinding, Cabling, Spraying, Fertilizing, Brush Chipping and Removal | \$100k |
| 16 | Insulating Contractors | All types of insulation | \$50k |

| | | | |
|----|---|--|---------------|
| 17 | Lawn Maintenance | Lawn cutting, hedge trimming, weed- whacking, lawn/garden edging, clean ups & seeding only. | \$50k |
| 18 | Landscaping | Planting, brush removal, gardening, mulching, fertilizing, decorative ponds, waterfalls, construction and repair of cascades and ponds, pruning, trimming, softwashing, powerwashing, lawn maintenance, hedge trimming, weed- whacking, lawn/garden edging, fencing, pavers, automatic watering equipment installation and repair, excavation no more than 4 feet in depth | \$50k |
| 19 | Locksmiths | Locks, Security gates, Home Safes, Security Screens | \$50k |
| 20 | Mason | Concrete, Block, Decorative Stone, Footings, Fireplaces, Brick, Ceramic Tile, Retaining Walls, Patios, Basements and Foundations, Marble, Contractors, and Free Standing Fireplaces | \$100k |
| 21 | Leaders and Gutters | All types of leaders and gutters | \$50k |
| 22 | Pavement | Asphalt, concrete, macadam, pavers and sealers, Belgian blocks | \$75k |
| 23 | Roofers and Siders | All types of roofing and siding, skylights, leaders and gutters, wrapping, fascia and soffits. | \$100k |
| 24 | Powerwashing, softwashing, sandblasting | All surfaces | \$50k |
| 25 | Swimming pool installation | Inground and permanently installed above ground spas, hot tubs, and water features greater than 24 inches deep; including service, barriers, drainage, decks, retaining walls and filter systems. | \$100k |
| 26 | Swimming Pool Service | Service and/or maintenance of inground or above ground pools, spas, hot tubs and water features including filter systems, water chemistry application, safety and mechanical components. Excludes any and all structural repair work. | \$75k |
| 27 | Vacuum Cleaner Systems | Central vacuum systems | \$50k |
| 28 | Waterproofing | Foundation waterproofing, drainage, French drains, tile, etc. | \$75k |
| 29 | Water Softeners and Conditioners | Any water purification system that ties into sanitary drinking and/or drainage system | \$50k |
| 30 | Well drillers | Wells and well systems | \$100k |
| 31 | Painters, Wallcovering and powerwashing | Indoor and outdoor painting, staining, and all types of wallcovering, wall preparation and powerwashing and softwashing | \$50k |
| 32 | Resurfacers | Resurface permanently installed appliance fixtures, spas, countertops and stone surfaces | \$50k |
| 33 | Woodstoves and Free Standing Fireplaces | All woodstoves and free standing fireplaces | \$75k |
| 34 | Window Treatments | Custom Installations of various treatments including blinds, shades, cornices, etc. | \$50k |
| 35 | Decks, Gazebos, and Baby Barns | Decks, cabanas, gazebos, sheds, barns, playsets, and swingsets | \$75k |
| 36 | Countertops | All countertop materials | \$50k |
| 37 | Sealers | Driveway only | \$50k |

| | | | |
|----|--------------------------------|---|--------------------------------------|
| 38 | Siding | All types of siding, leaders and gutters, wrapping, fascia and soffits | \$75k |
| 39 | Demolition | Tearing down, gutting, destruction or any other method of removal of all or any part of a residential structure | \$50k |
| 40 | Solar Panels | Solar Panel installation and repair and performing the precertification of the condition and life expectancy of roof for panel installation | \$150k |
| 41 | Air Duct Cleaning | All air duct cleaning | \$50k |
| 42 | Not otherwise classified (NOC) | Residential work not classified, as determined by the Director. | As determined by the Director |



Effective Date: _____

Western Surety Company

LICENSE AND PERMIT BOND

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. _____

That we, _____

of _____, State of _____, as Principal,
and WESTERN SURETY COMPANY, a corporation duly licensed to do surety business in the State of _____, as Surety, are held and firmly bound unto the

_____ State of _____, as Obligee, in the penal
sum of _____ DOLLARS (_____),
lawful money of the United States, to be paid to the Obligee, for which payment well and truly to be made,
we bind ourselves and our legal representatives, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the Principal has been
licensed _____
_____ by the Obligee.

NOW THEREFORE, if the Principal shall faithfully perform the duties and in all things comply
with the laws and ordinances, including all amendments thereto, pertaining to the license or permit
applied for, then this obligation to be void, otherwise to remain in full force and effect until
_____, _____, unless renewed by Continuation Certificate.

This bond may be terminated at any time by the Surety upon sending notice in writing, by First Class
U.S. Mail, to the Obligee and to the Principal at the address last known to the Surety, and at the expiration
of thirty-five (35) days from the mailing of said notice, this bond shall ipso facto terminate and the Surety
shall thereupon be relieved from any liability for any acts or omissions of the Principal subsequent to said
date. Regardless of the number of years this bond shall continue in force, the number of claims made
against this bond, and the number of premiums which shall be payable or paid, the Surety's total limit of
liability shall not be cumulative from year to year or period to period, and in no event shall the Surety's total
liability for all claims exceed the amount set forth above. Any revision of the bond amount shall not be
cumulative.

Dated this _____ day of _____, _____.

Principal

Principal

WESTERN SURETY COMPANY

By _____
Larry Kasten, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

ACKNOWLEDGMENT OF SURETY
(Corporate Officer)

On this _____ day of _____, _____, before me, the undersigned officer, personally appeared Larry Kasten, who acknowledged himself to be the aforesaid officer of WESTERN SURETY COMPANY, a corporation, and that he as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as such officer.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.



[Signature]
Notary Public — South Dakota

My Commission Expires: February 12, 2027

ACKNOWLEDGMENT OF PRINCIPAL
(Individual or Partners)

STATE OF _____ }
COUNTY OF _____ } ss

On this _____ day of _____, _____, before me personally appeared _____, known to me to be the individual ___ described in and who executed the foregoing instrument and acknowledged to me that ___ he ___ executed the same.

My commission expires _____, _____

Notary Public

ACKNOWLEDGMENT OF PRINCIPAL
(Corporate Officer)

STATE OF _____ }
COUNTY OF _____ } ss

On this _____ day of _____, _____, before me personally appeared _____, who acknowledged himself/herself to be the _____ of _____, a corporation, and that he/she as such officer being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of the corporation by himself/herself as such officer.

My commission expires _____, _____

Notary Public



License or Permit No. _____

LICENSE AND PERMIT
BOND
As

of _____

State of _____

Name of Applicant _____

Address _____

Filed _____, _____

Approved this _____

day of _____, _____



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

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.

