

CONSUMER PROTECTION / WEIGHTS & MEASURES

18 New Hempstead Road, Sain Building, 6th Floor
New City, New York 10956

Phone: (845) 708-7600 Fax: (845) 708-7616

Email: CPLCAL@co.rockland.ny.us

Terry D. Grosselfinger, Esq.
Director and Public Advocate

Dear Contractor:

Chapter 286 of the Laws of Rockland County (formerly Rockland county Local Law No. 8 of 1984) requires persons doing business as home improvement and swimming pool contractors to obtain a Rockland County license.

Conducting a home improvement business in Rockland County without a license is a misdemeanor. The penalty upon conviction is a fine of **not exceeding \$1,000.00, or up to one year in prison, or both fine and imprisonment.**

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

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

NOTE: THIS LICENSE DOES NOT CONSTITUTE A PLUMBING, HEATING, COOLING OR ELECTRICAL LICENSE.

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

Very truly yours,

Terry D. Grosselfinger
Director

TG/mcd
Enclosure

Questions regarding Home Improvement License
Please call: (845) 708-7602 or (845) 708-7600

Applicant must pass written exam prior to issue of license. Exam is scheduled only **after** application is determined complete. Exam is available in spanish language upon written request.

Application Checklist (1/16)

- Application** – must be signed in front of a notary public
 - Partnerships** - BOTH parties must fill out an application
- Experience Record** – must be signed in front of a notary public.
 - Partnerships** – Each partner must fill in an experience record
 - Corporations** – Applicant of record and each additional corporate officer upon whom process may be served must fill out an experience record
- Child Support Certification** – must be completed by applicant and signed in front of notary public
 - Partnerships** - BOTH parties must fill out child support certification
- Photograph** –
 - Copy of driver's license with clear image of photograph **OR**
 - Copy of state issued identification card with clear image of photograph
- Submit the following:**
 - Any document establishing employment authorization
(i.e. US Passport, Birth Certificate, Naturalization Papers or Permanent Resident Card (Form I-551))
- One of the following documents:**
 - Certified Copy of Rockland County Business Certificate
 - Copy of Corporate Filing Receipt (If NYS Corp.)
 - Copy of Filing Receipt for Authority to Do Business in NY (if Foreign (outside NYS) Corp.)
 - If lost filing receipt, request and submit a copy of certificate of good standing (518-473-2492)
- If you are a corporation that also does business under an assumed name:**
 - Copy of Filing Receipt for Assumed Name Certificate
- Proof of insurance**
 - Liability** – per classification (see back of law book Appendix A)
 - Send Certificate of Insurance (ACORD Form accepted)
 - Workers Compensation**
 - Send Certificate of Insurance (Form C105.2(9-07) or SI-12) OR
 - Form U26.3 if through NYSIF OR
 - Form CE-200 in license name - file electronically at <http://www.wcb.ny.gov/>
 - Disability**
 - Send Certificate of Insurance (Form DB155) OR
 - Send Certificate of Compliance – Form DB120.1(5-06) OR
 - Form CE-200 in license name – file electronically at <http://www.wcb.ny.gov/>
 - Certificate Holder** on certificates of insurance must be written as follows:
 - County of Rockland
Office of Consumer Protection
18 New Hempstead Road, 6th Floor
New City, NY 10956
- Insurance papers ONLY**
 - Insurance company or Agent only** may fax directly by to **(845) 708-7616**
 - Insurance company or Agent only** may email with Subject: Home and license no. to CPLCAL@CO.ROCKLAND.NY.US
- Proof of Completion of Approved Turf Management Course**
 - Mandatory for Applicants of Classification 18
 - Proof of Course Completion or Affirmation for Applicants of Classification 15, A6 or B6
- Letters of Reference** – see **Instructions page 3, Rule 12 & Appendix A**
 - Two (2) or more regarding applicant's experience
- Copy of current DMV Registrations for each vehicle used in business** – See instruction #17
- Authorization letter, if needed** – See instruction #19
- NON-REFUNDABLE Application Fee:**
 - \$325.00** Check or Money Order made payable to R.C. Comm of Finance
- NON-REFUNDABLE Decal Fee:**
 - 1st Decal free, each additional decal \$10

Office of Consumer Protection

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

HOME IMPROVEMENT GENERAL INSTRUCTIONS

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

The licensing herein provided shall apply solely to Chapter 286 of the Laws of Rockland County.

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

- 1) The applicant, partner of a partnership, or an officer of the Corporation shall present himself for examination at the time and place specified in a notice to be given by the BOARD, IF REQUIRED.
- 2) Applicant must designate category(ies) (maximum of three(3)) of license applied for and complete record of qualifying education and/or experience in keeping with the category designated. Verification must be submitted in the form of transcripts and/or letters of reference.
- 3) An application must be signed and notarized. If notarized by an out-of-state notary, it must have annexed thereto a County Clerk's Authenticating Certificate.
- 4) The following form of identification will be required from:
 - a) an individual
 - b) all partners in a partnership
 - c) corporate officers who are authorized to enter into a contract, and
 - d) all other personnel dealing with the public in connection with the execution of a contract (excluding retail clerks).Only a copy of a driver's license or state issued identification card with clear image of the photograph will be accepted.
- 5) You will be required to list any unsatisfied judgments.
- 6) You will be required to list any criminal convictions.
- 7) A CORPORATION must submit a copy of the filing receipt showing the filing of the corporation with the New York Secretary of State.
- 8) A FOREIGN CORPORATION must submit a copy of the filing receipt from the New York Secretary of State granting the corporation the authority to do business in New York State.
- 9) A DOMESTIC OR FOREIGN CORPORATION with an ASSUMED NAME must submit a copy of the filing receipt from the New York Secretary of State granting use of the assumed name in the county of Rockland.
- 10) A PARTNERSHIP, conducting business under a trade name, must submit a certified copy of the partnership certificate on file in the Rockland County Clerk's Office.
- 11) AN INDIVIDUAL operating under a trade name must submit a certified copy of the trade name certificate on file in the Rockland County Clerk's Office.
- 12) The following enclosed forms must be completed:
 - a) License Application
 - b) Qualifying Experience Record
 - i) By an individual
 - ii) By each partner in a partnership

- iii) By each officer in a corporation who is active in the operation of said licensed business.
- 13) The fee for licensing shall be \$325.00 **payable by check or money order** only made payable to **R. C. Commissioner of Finance** with the filing of the application. Annual renewal fee shall be \$225.00 when submitted on time.

ALL LICENSE FEES ARE NON-REFUNDABLE

- 14) Applicant must submit Form C-105.2, Form SI-12 or Form U26.3 as proof that he or she has obtained the required workers' compensation insurance and Form DB 120.1 or Form DB155 as proof of disability benefits coverage. County of Rockland, Consumer Protection Office must be listed as Certificate Holder. Only the most current version of the forms will be accepted.
- 15) Applicants who are not required by law to carry worker's compensation and/or disability benefits insurance should submit Form CE-200. (Form CE-200, Certification of Attestation for New York Entities With No Employees And Certain Out of State Entities, That New York State Workers' Compensation And/Or Disability Benefits Insurance Coverage Is Not Required). The form can be filled out electronically on the NYS Workers' Compensation Board website at <http://www.wcb.ny.gov/>, click on common forms and search by form number. Print a finished form to submit with your application. Paper forms are available but estimated processing time for paper applications is four weeks.
- 16) Proof of liability Insurance in amount specified for your category of license. County of Rockland, Office of Consumer Protection must be named Certificate Holder.
- 17) Applicant must submit copies of current DMV registrations for all vehicles used in connection with the licensed business. If the registration is not issued to either the applicant or business, the applicant must attach a signed statement from the registrant authorizing use of the vehicle for the applicant's business, the registrant's relationship to the applicant and whether or not the registrant is employed by the applicant.
- 18) If the number of vehicles exceeds one (1), a fee of ten dollars (\$10.00) per additional vehicle is required in addition to the application fee. The **non-refundable** decal fee is **payable by check or money order** to **R. C. Commissioner of Finance**.
- 19) If anyone other than the applicant is authorized to discuss the pending application with our office, the applicant must attach a separate letter indicating their full name and granting authority.
- 20) Each applicant must complete and submit a completed and notarized Child Support Certification with their application pursuant to NYS General Obligations Law §3-503. If a business partnership, each partner must submit Child Support Certification.
- 21) Each applicant must take and pass 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 determined complete. Examination is available in spanish language upon written request.
- 22) Applicants for classification **18** **must** submit proof of completion of a turf management course approved by our Office in accordance with Local Law No. 7 of 2009. Applicants for classification **15, A6** or **B6** must submit either proof of course completion or if you neither provide nor subcontract lawn or turf services may supply a notarized affirmation stating that those services are not provided as part of their home improvement business in lieu of proof of course completion. Affirmation forms are available upon request.

THIS LICENSE DOES NOT CONSTITUTE A PLUMBING OR ELECTRICAL LICENSE.

NOTE REGARDING LETTERS OF REFERENCE:

Two reference letters, on business letterhead, are required to accompany all applications. They shall be from former employers, architects, engineers, inspectors or certified contractor in the trade. These letters must contain the following information: length of time applicant known, relationship to applicant, exact dates employed, employment capacity, duties and business or profession of reference. Such letter shall also indicate what municipal or state licenses you hold, your name, address, telephone and any other additional information you wish to supply. Letters are accepted from customers provided that verifiable contact information is provided (name/address/phone number/signature) and that they state the time frame of the job; type of work performed by applicant and quality of the work.

EXAMPLES OF SOURCES OF REFERENCES:

- Past employers
- General Contractors for whom you subcontracted
- Architects
- Engineers
- Building Inspectors
- Building supply houses with whom you have/had an account (maximum one)
- Homeowners for whom you have performed work

If the references submitted do not contain sufficient information to determine the extent of your experience, you will be asked to submit additional references. In addition, references from businesses must be signed and on letterhead. References from individuals without letterhead must include their contact information (name/address/phone number) and be signed.

YOUR LICENSE NUMBER MUST BE INCLUDED IN ALL ADVERTISING. SUCH ADVERTISING SHALL INCLUDE NEWSPAPER, RADIO, TV SIGNS, YELLOW PAGES OF THE PHONE BOOK, ESTIMATES, CONTRACTS, ALL COMMERCIAL VEHICLES USED BY THE LICENSEE, ETC.

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

DO NOT WRITE IN THIS SPACE

LIC NO. _____
RECEIPT NO. _____
DATE _____
FEE PAID \$ _____
VEHICLE TOTAL _____
RECEIPT NO. _____
CSC RECEIVED _____

APPLICATION FOR LICENSE AS A HOME IMPROVEMENT CONTRACTOR
ANSWERS TO ALL QUESTIONS MUST BE ACCURATE AND COMPLETE. NO BLANK SPACES.

CHECK BOX TO INDICATE TYPE OF OWNERSHIP

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

Name of Business _____

Trade/Assumed or Display Name _____

Business Address Street _____

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

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

Name of Applicant (Last, First, Middle) _____

Home Address Street _____

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

Date of Birth (MMDDYYYY) _____ Sex: M F Height: _____ Weight (lbs.) _____

Eye Color: _____ Hair Color: _____ Social Security No (optional): - _____

Citizen of U.S.A.: Yes No Attach Copy Of Document Establishing Work Authorization _____

Partnership: Yes No

If Yes, list name and address of each Partner:

Name: _____ Address: _____

Name: _____ Address: _____

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

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

Name: _____ Address: _____

Corporate Title: _____

Name: _____ Address: _____

Corporate Title: _____

Describe exactly the type of business applicant intends to conduct:
(Refer to classifications in Home Improvement Licensing Law-See Chapter 286 Appendix A)

ALL EMPLOYEES of a Home Improvement Contractor who deal with the public and have authority to estimate, negotiate and finalize all contractual agreements must be listed.

NAME	RESIDENCE ADDRESS	DESCRIPTION OF DUTIES

USE ADDITIONAL SHEETS IF NECESSARY

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

QUALIFYING EXPERIENCE RECORD TO BE FILED WITH APPLICATION FOR A LICENSE AS A HOME IMPROVEMENT CONTRACTOR

ALL QUESTIONS MUST BE ANSWERED ACCURATELY AND TO THE BEST OF CONTRACTORS KNOWLEDGE UNDER PENALTY OF LAW. NO BLANK SPACES.

This form is to be completed by any individual, partner or officer or person who are actually engaged in the licensed business.

1. Name: _____
Home Address: _____
Home Telephone Number: _____
Business Name: _____
Business Address: _____
Business Telephone Number: _____

2. I have had at least _____ years experience in the Home Improvement Business, or in related activities, which similarly tend to establish my competence to operate a Home Improvement Business.

PRACTICAL EXPERIENCE

Firm Name	Address	Dates	Position Held	Description of Duties

THEORETICAL OR EDUCATIONAL
Type of Courses

Name of School	Address	Degree Granted	Dates Attended

State below any other information that you feel would tend to establish your competence to operate a Home Improvement Business.

3. If business previously licensed in Rockland County give license name and license number.

4. Name any other business(es) that hold an interest in.

5. Other licenses held. Give jurisdiction, license name and license number.

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

Yes No

If so, why?

7. **List** all criminal convictions within the past ten (10) years except minor traffic violations, of the applicant, partner(s) or if a corporation each officer. If NONE, indicate below. (Use extra sheets if necessary)

<u>DATE</u>	<u>NAME</u>	<u>CHARGE</u>	<u>DISPOSITION/COURT & DATE</u>

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

Signature of Applicant

Sworn to before me this
_____ Day of _____, 20

Comm. Of Deeds
Notary Public

No. _____ County

IF NOTARIZED OUTSIDE THE STATE OF NY MUST ATTACH A COUNTY CLERKS AUTHENTICATING CERTIFICATE.

CONSUMER PROTECTION / WEIGHTS & MEASURES

18 New Hempstead Road, Sain Building, 6th Floor
New City, New York 10956

Phone: (845) 708-7600 Fax: (845) 708-7616

Email: CPLCAL@co.rockland.ny.us

Terry D. Grosselfinger, Esq.
Director and Public Advocate

TO: Licensees & Applicants

FROM: Terry D. Grosselfinger, Esq.
Director

RE: Child Support Certification

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

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

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

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

I thank you for your cooperation in this matter.

TDG
Attach.

BUSINESS CERTIFICATE INFORMATION

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

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

What is a Business Certificate?

A Business Certificate is a legal document which can be filed in the Rockland County Clerk's Office, by an individual or group of individuals who wish to conduct business in the County of Rockland under an assumed name. You may be required to have a Business Certificate to be licensed by other agencies, or for tax or insurance purposes.

1. **How do I file a Business Certificate?**

Obtain a "Business Certificate" or "Business Certificate For Partners" form from the website of the Rockland County Clerk, or directly at the Rockland County Clerk's Office, Rockland County Courthouse, 1 South Main Street, Suite 100, New City, New York 10956, telephone number (845)708-7222.

Search the computer in the Rockland County Clerk's Office to determine if the name you intend to call your business is already being used. If the name is already in use, an alternative name should be selected.

Complete the appropriate Business Certificate form, appear at the Land Records counter in the Rockland County Clerk's Office with the form, the fees noted below, and official picture identification.

2. **How much does it cost to file a Business Certificate?**

\$25 to file a Business Certificate

\$10 for two certified copies

\$35 Total — includes filing, and 2 certified copies.

ALL FEES MUST BE PAID IN CASH OR BY MONEY ORDER. (NO PERSONAL CHECKS)

Make money orders payable to "Rockland County Clerk"

3. **How do I change a certificate I already filed?**

Use the "Amended Business Certificate" form to make changes such as addresses or partners. The fees are the same as noted in question #3 above.

4. **How do I discontinue a business?**

Use the "Certificate of Discontinuance of Business" or "Certificate of Discontinuance of Business as Partners" form. There is no fee to file this form.

5. **How do I get a N.Y.S. sales tax I.D. number?**

Call 518-457-5431.

6. **Where can I find other links or download forms?**

[NYS Department of Taxation](#)

[Blumberg Legal Forms](#)

[Corporation Filings & UCC Forms and Information](#)

[Licensing for Electricians, Home Improvement Inspectors, Plumbers, Towers](#)

[Federal Tax I.D.s](#)

[Information \(Federal\) for Starting a Business](#)

Education Requirements for Home Improvement Contractors with Classification 18

Please be advised of Rockland County legislation effective December 23, 2009 entitled *The Lawn Fertilizer Regulation Act of 2009*.

Section 7, effective June 21, 2010, reads as follows:

Section 7. Educational Requirements for Home Improvement Contractors.

Every person who offers to provide or provides lawn or turf services, including but not limited to, persons applying for a license to engage in home improvement business pursuant to Chapter 286 of these laws, or applying for renewal of a license to engage in a home improvement business pursuant to said Chapter, and who offers to provide or provides lawn or turf services in the operation of such home improvement business, shall provide proof of completion of a turf management course approved by the Department of Consumer Protection every two years. The Director of the Department of Consumer Protection shall have the authority to adopt rules and regulations addressing additional educational needs as may be deemed necessary for the administration and enforcement of this paragraph.

For contractors with classification **18**, a turf management course is **mandatory** for both new applications and renewals.

Contractors may obtain information about educational programs through the following organizations:

Cornell Cooperative Extension of Rockland

10 Patriot Hills Drive, Stony Point, NY 10980

Phone: (845) 429-7085 Ext. 117 Fax: (845) 429-8667

Email: cs356@cornell.edu

Website: <http://www.rocklandcce.org>

Professional Landscapers Association of Rockland County

Email: plarcrockland@gmail.com

Website: <http://www.plarc.net/>

For Licensees with Classification 15, A6, B6

Contractors with the classification 15, A6 or B6 who **neither** provide **nor** subcontract lawn or turf services may supply a notarized affidavit (available at Consumer Protection Office) stating that those services are not provided as part of their home improvement business in lieu of proof of course completion. Otherwise you must supply proof of course completion with your renewal or new application.

The law is available on Rockland County website:

<http://rocklandgov.com>

Select Charter and Laws and go to Chapter 264

Education Requirements for Home Improvement Contractors with License Classification 25 or 26

Please be advised of changes to the local law effective May 17, 2016 now require contractors with license classification 25 or 26 to supply proof of continuing education course completion with their new application or renewal.

Classification 25 Swimming Pool Installation Contractor now requires

- APSP Certified Maintenance Specialist (CMS) (or higher)* or equivalent certification or training as determined by the Director;
- APSP Certified Building Professional or equivalent certification or training as determined by the Director;

Classification 26 Swimming Pool Service Contractor now requires

- APSP Certified Maintenance Specialist (CMS) (or higher) or equivalent certification or training as determined by the Director.

*APSP CBP Certified Building Professional; APSP CSP Certified Service Professional, APSP CST Certified Service Technician, NSPF Advanced Service Technician (AST) will all be accepted as higher training course

Contractors may obtain information about approved educational programs that meet this requirement through the following organizations:

APSP The Association of Pool & Spa Professionals

<http://apsp.org/>

2111 Eisenhower Avenue

Alexandria, VA 22314

P: (703) 838-0083

F: (703) 549-0493

Northeast Spa & Pool Association

6B South Gold Drive

Hamilton, NJ 08691

609-689-9111

Metro NJ/NY Chapter of APSP

201-391-3800

Contact: Kathy Doran

Kathy@metrochapter.com

For Licensees with Classification A6 or B6

Contractors who provide the type of services listed above or subcontract with those who do will also have to provide proof of continuing education listed above. If you neither provide nor subcontract pool services, you may, instead of submitting proof of course completion, submit an affirmation available through our office.

A copy of this regulation is available upon request of [Chapter 286 Appendix A](#)

FYI

Contractors performing renovation, repair and painting projects in homes, child care facilities and schools built before 1978 must comply with an EPA rule requiring the use of lead-safe practices. Contractors must attend training and become EPA Lead-Certified. For more information contact:

EPA Lead Certification Program

<http://epa.gov/lead>

EPA Region 2: (732) 321-6671

National Lead Information Center:

1-800-424-LEAD

1-800-424-5323

To register for a training course, call 1-877-476-2299 or go to www.lead safetraining.org for details and cost.

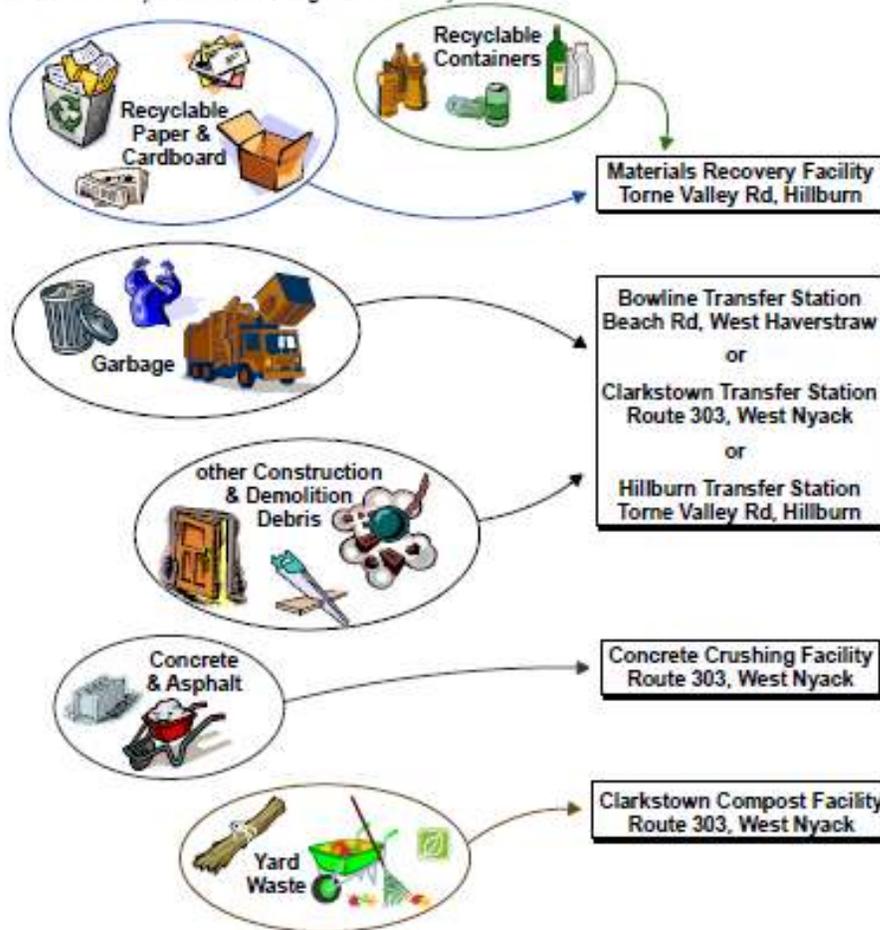
This notice is for informational purposes only. No submission to this office of proof of completion of EPA Lead Certification is required at this time. Please contact the EPA for questions regarding compliance.



FLOW CONTROL



- o The Rockland County Flow Control Law was adopted by the Rockland County Legislature on May 20, 2008.
- o The law seeks to increase the rate of recycling in the county, and provide for the safe and environmentally sound handling and disposal of the solid waste generated in Rockland County.
- o The law regulates the collection, transportation and disposal of solid waste generated in Rockland County, including garbage, recyclables, construction & demolition debris, and yard waste.
- o The law states that wastes generated in the county must be delivered to facilities designated by the Rockland County Solid Waste Management Authority.



For more information on Flow Control, please call the Rockland County Dept. of Health at 845-364-2175.