



NASSAU COUNTY
DEPARTMENT OF CONSUMER AFFAIRS
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www.nassaucountyny.gov

GENERAL INSTRUCTIONS – BUSINESS LICENSE APPLICATION FORM FOR HOME IMPROVEMENT, HOME SERVICES, LOCKSMITH, STORAGE WAREHOUSES ELECTRONIC/HOME APPLIANCE REPAIR, DRY CLEANERS/LAUNDROMATS, HEALTH CLUB OPERATORS, SECOND HAND PRECIOUS METAL & GEM DEALERS, SCRAP METAL ROCESSORS, VEHICLE DISMANTLERS, AND JUNK DEALERS LICENSE AND ENVIRONMENTAL HAZARD REMEDIATION PROVIDERS & TECHNICIANS

**** THE FILING OF AN APPLICATION DOES NOT CONSTITUTE PERMISSION TO OPERATE****

A LICENSE MUST ACTUALLY BE IN THE POSSESSION OF THE LICENSEE BEFORE ANY OPERATION OR PROMOTION THEREOF BE LEGALLY CONDUCTED.

1. APPLICATION FORM completed and NOTARIZED by an owner or corporation principal. For Trade Names, Partnerships and Corporations:

- a) individuals using their own name or a trade name must present a certified copy of the business certificate on file in the Nassau County Clerk's Office. (ref: Blumberg form # X201)
- b) a partnership conducting business, must submit a certified copy of the partnership certificate on file in the Nassau County Clerk's Office. (ref: Blumberg form # X74)
- c) a corporation must furnish a copy of the Secretary of State's Filing receipt. The corporation must maintain a bonafide establishment at a definite location within the State of New York. If this is not a New York corporation, you must submit a Certificate of Authority to do business in New York State.
- d) If your corporation is using a DBA, you must submit an Assumed Name Certificate that has been filed with New York State authorizing you to use the name in Nassau County.
- e) All corporations must furnish their Articles of Incorporation and first Minutes of the Meeting of Incorporators showing corporate structure naming all principals, officers, directors and stockholders. This can be found in your corporate records book. In addition, you must provide any and all minutes showing any changes made to the corporate structure.

PLEASE NOTE: If the application is made by an out-of-state individual, partnership or Corporation, you must provide a Certificate of Authority to do business in NY State, have a NY State location, as well as an authorized contact person that has a NYS residence.

2. PROOF OF LOCATION: All applicants must submit a copy of a current utility bill, phone bill or a current lease to show proof of business location, if the business address is different from the home address.

Please Note: a P.O. Box CAN ONLY be used as a mailing address.

3. EMAIL: All applicants must provide a valid email address for business communications. This email address will be used for communications by this Department regarding licensing issues and/or consumer complaints.

4. DESCRIPTION OF WORK: All applicants must list the specific different categories of work you are looking to perform with your license. These categories must match the description that is listed on your Certificate of Liability Insurance.

5. IDENTIFICATION NUMBERS: NY State law requires ALL businesses to have a Federal Employers Identification number, and a NY State Sales Tax number; if you collect sales tax. For information about obtaining a Federal Employers Identification number please contact 1-800-829-4933 or visit www.irs.gov. For information regarding NYS Sales Tax, please contact 518-457-5431 or visit www.tax.ny.gov. Applications without these numbers will NOT be processed.

6. BANK: All applicants are required to provide their business banking information. **This will NOT be used for payment of your license!** This information must include the banking institution and bank account number that is to be affiliated with your license. NYS General Business Law requires contractors maintain Escrow Accounts and/or post a Surety Bond. **Please note that although we are asking for your business banking information, you may be asked and required to provide your Escrow and/or Bond information upon this Department's request.** For more information regarding Escrow Accounts and Bond requirements, please see the information below or visit the NY State Attorney Generals website at www.ag.ny.gov.

A. Escrow Accounts: Any contract payments received by a contractor from a customer prior to substantial completion of the job must be put into a trust (escrow) account in a bank located in New York State within five business days and the customer must be informed where the money is being held within ten business days. The contractor can withdraw the deposit only in the certain circumstances:

B. Alternative Surety Bond: As an alternative to the escrow account, the contractor must deliver to the customer a "bond" or "contract of indemnity," guaranteeing that the customer's money will be properly used or returned. The bond must be delivered within ten business days after the contractor receives the customer's money.

7. DISCLOSURE FORM: Each owner, principal, partner, corporate officer, director, stockholder, manager and salesperson of the business must complete this form, and have it NOTARIZED. For Licenses regarding Locksmiths; Second Hand Precious Metal & Gem Dealers; Environmental Hazard Remediation Providers; Environmental Hazard Remediation Technicians and Scrap Metal Processors, Vehicle Dismantlers & Junk Dealers; all applicants must submit to a fingerprint-based background check. See Disclosure Form instructions for more information.

8. CERTIFICATIONS/CERTIFICATES: At least ONE of the owners, principals, partners, corporate officers, directors and/or stockholders must have the following:

- **All contractors, except the Landscaper/Gardener licensee**, are required to submit a Certificate showing proof of completion in an RRP Lead Course. As per Rule 18 of the Rules & Regulations
- **All Sprinkler Licensees'** must have a Back-Flow Certificate from New York State
- **For Swimming Pool & Spa Contractors and Builders Only:** As per Rule 16 of the Rules & Regulations, you are required to submit the proper Pool Certifications if applicable.
 - a) All Pool & Spa Contractors must use licensed plumbers and licensed electricians where required.
 - b) All Pool & Spa Contractors must have a back-flow certification/license where required.
 - c) Five years of experience and a CBP (certified building professional certification) or equivalent certification is required for pool & spa builders
 - d) Five years of experience and a CST(certified service technician) , a CSP(Certified Service Professional) or equivalent certification is required for Pool & Spa Contractors who make repairs or perform maintenance on equipment.

e) Five years of experience and a CMS(certified maintenance specialist) certification is required for those who are seasonal contractors who perform pool cleaning on a designated route.

- **For Storage Warehouse Licenses Only:** You must provide a copy of the Agent Agreement with your Certified DOT Mover certificate that shows your Certified Mover Agents DOT License No.
- **For Environmental Hazard Remediation License Only:** The following certification information must be included with your license:
 - a) OSHA Safety Standards for Construction or General Industry. Minimum 10 Hours.
 - b) NYS Asbestos Handler. Minimum 32 Hours.
 - c) EPA Lead Worker. Minimum 16 hours. (Lead RRP is NOT sufficient).
 - d) Hazardous Waste Operations (HAZWOPER). Minimum 40 Hours.
 - e) Microbial Remediation. Minimum 24 Hours
 - f) Water Damage Restoration. Minimum 20 Hours or IICRC WRT Certification
 - g) Fire Damage Restoration. Minimum 16 Hours or IICRC FSRT Certification.
 - h) PCB Awareness. Minimum 4 Hours
 - i) Bloodborne Pathogens. Minimum 4 Hours
 - j) Infection Control Risk Assessment. Minimum 4 Hours.In addition, proof of valid Lead and Asbestos Abatement Licenses must be submitted

9. INSURANCE: All applicants must have current liability insurance and **MUST submit (1) a valid Certificate of Insurance as well as (2) a copy of their Declaration Page or Policy showing the type of work covered.** In addition, your policy must include the following information:

- 1) Producer's name, address and phone number.
- 2) Insured's name and address exactly as the application reads. All business locations must be listed on the certificate.
- 3) Policy number, policy effective date and policy expiration date.
- 4) Full specific description of the type work covered under the policy. The description must match the type of work that you are licensed to perform as described on your application. **Please note that the words “General Contracting”, “Remodeling”, “Carpentry”, and “Home Improvement” will NOT be accepted. It must be more specific.**
- 5) Authorized Representative Signature.
- 6) Limits of Insurance:

a. For all licenses except Environmental Hazard Remediation:

Bodily Injury - \$100,000/300,000
Property Damage - \$50,000/50,000
Combined Limit - \$300,000 minimum.
DEDUCTIBLES ARE NOT ACCEPTABLE

b. Environmental Hazard Remediation License Only:

Bodily Injury - \$1,000,000/2,000,000
Property Damage - \$1,000,000/2,000,000
DEDUCTIBLES ARE NOT ACCEPTABLE

- 7) Certificate Holder: Nassau County Department of Consumer Affairs
240 Old Country Road
Mineola, New York 11501
- 8) Cancellation Notice: A notice shall be sent to this office within 15 days prior to any cancellation, non-renewal, or change in coverage of a license holder's insurance policy.

PLEASE NOTE: If you are sub-contracting work, you MUST have liability insurance for subcontracting and are required to submit a list of these sub-contractors along with proof of their liability insurance. In addition, all sub-contractors, except plumbers and electricians, MUST have a valid license with this department (Consumer Affairs).

10. WORKERS COMPENSATION: A Certificate of Workman's Compensation is required covering all employees (form U26 or 105.2). If you DO NOT have employees, you must submit a Certificate of Attestation Exemption (CE-200) form from the Workman's Compensation Board. For more information on these forms, please contact the NYS Workers Compensation Board at 866-546-9322 or online at www.wcb.ny.gov. Please verify that you are selecting the correct form for your type of business before submitting.

11. BONDS: For Dry Cleaner/Laundromat Licenses; Storage Warehouse Licenses; Second Hand Precious Metal & Gem Dealers Licenses; Scrap Metal Processors, Vehicle Dismantlers & Junk Dealers Licenses; and Health Club Licenses ONLY: A bond or other surety is required and shall be submitted to the "County of Nassau" in the sum listed below. Such bond shall remain in force during the entire period for which the license is valid. The bond shall be for the purpose of guaranteeing payments up to the face amount of the bond or bank draft or other negotiable instruments issued by the licensee in exchange or in its capacity for the license the business has.

- For a Dry Cleaner/Laundromat or Storage Warehouse License, a 2-year \$10,000 bond is required.
- For a Second-Hand Precious Metal and Gem Dealer or a Scrap Metal License, a 2-year \$5,000 bond is required.
- For Health Clubs:
 - a. Escrow Required. Proof of escrow account must be submitted pursuant to Title D-24, Section 21-32.2
 - b. Surety Bonds must have a 45-day cancellation notice. Requirements as follows: (unless exempt)
 - \$ 50,000 – sells contracts under one year
 - \$ 75,000 – sells contract more than 12 months, up to 24 months
 - \$150,000 - sells contract more than 24 months, up to 36 months
 - c. Additional Surety Bond for additional locations or multiple franchises of a common franchisor:
 - For 3 to 4 additional locations – add \$50,000 to bond
 - For 5 to 6 additional locations – add \$100,000 to bond
 - For 7 to 9 additional locations – add \$150,000 to bond
 - For ten or more additional locations – add \$200,000 to bond

12. SCALES: For Dry Cleaner/Laundromat Licenses; Second Hand Precious Metal & Gem Dealers Licenses; and Scrap Metal Processors, Vehicle Dismantlers & Junk Dealers Licenses and Storage Warehouse Licenses Only: Only devices approved for use in trade by the New York State Department of Agriculture and Markets shall be lawful. No weighing or measuring device shall be used within Nassau County without first notifying the Nassau County Department of Consumer Affairs.

13. RATES: For Dry Cleaner/Laundromat Licenses; Second Hand Precious Metal & Gem Dealers Licenses; and Storage Warehouse Licenses Only: You must provide this office with a copy of your Schedule

of Rates & Charges.

14. JUDGMENT SEARCH: Upon review, a judgment search will be conducted for each owner, principal, partner, corporate officer, director, stockholder, manager, salesperson as well under the business name or any prior companies that any of the aforementioned may have been part of. Failure to resolve any outstanding judgments may result in a license being denied or put on hold until the judgement is resolved.

15. FALSIFICATION/COMPLETION: Failure to complete the required information or the giving of false information may result in the denial of the application for a license or any renewal thereto, as well as cancellation, suspension or revocation in the event such license has been issued. Falsification of any statement made herein is an offense punishable by a fine, and/or revocation or denial of license and criminal prosecution by the Office of the District Attorney.

16. FEES: Nassau County License fees:

1. New Application fee for a two (2) year license (except Health and Environmental)	\$ 650.00
2. Restitution payment for all New Home Improvement Applications:	\$ 50.00**
3. New Application fee for Health Club Operators License and Environmental Hazard Remediation Provider License (2 years)	\$1300.00
4. Environmental Hazard Remediation Technician	\$ 110.00
5. Additional location fee for all licenses except ones listed below	\$ 110.00
6. Additional location fee for Dry Cleaner/Laundromats	\$ 100.00
7. Replacement fee for lost Home Improvement/Home Services License	\$ 60.00
8. Replacement fee for lost Electronic/Home Appliance License	\$ 50.00
9. Replacement fee for lost license	\$ 55.00

THE RESTITUTION PAYMENT **CANNOT BE COMBINED WITH THE \$650.00 FEE

ALL PAYMENTS CAN BE MADE BY CREDIT CARD, CHECK OR MONEY ORDER PAYABLE TO **“THE COUNTY OF NASSAU”** OR ONLINE AT: www.nassaucountyny.gov/1547/Consumer-Affairs

Please be advised, ANY name change **MUST** be accompanied by a fully completed Name Change Application form, and the original current license **MUST** be surrendered.

ALL FORMS ARE TO BE COMPLETED **LEGIBLY** IN BLUE OR BLACK INK OR TYPED.

TWO YEAR LICENSE WILL BE MAILED TO ALL APPLICANTS
AFTER THE APPLICATION HAS BEEN APPROVED AND PROCESSED.

ALL APPLICATIONS THAT ARE NOT COMPLETE WILL BE DEEMED CLOSED AND THE FEES FORFEITED AFTER 3 MONTHS FROM BEING NOTIFIED OF MISSING INFORMATION

THE LICENSE SHALL BE AFFIXED IN A CONSPICUOUS PLACE AT EACH BUSINESS LOCATION &
AS WELL AS A COPY SHALL ALSO BE KEPT IN EACH VEHICLE IF APPLICABLE

IF YOU HAVE ANY QUESTIONS ABOUT YOUR SUBMITTED BUSINESS APPLICATION OR HAVE A
QUESTION ABOUT LICENSING; PLEASE EMAIL US AT:
consumeraffairs@nassaucountyny.gov