



**NASSAU COUNTY**  
**DEPARTMENT OF CONSUMER AFFAIRS**  
240 Old Country Road, Mineola, NY 11501  
Phone: (516) 571-2600  
consumeraffairs@nassaucoutny.gov  
www.nassaucountyny.gov

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## **NASSAU COUNTY CONSUMER AFFAIRS LICENSE - RENEWAL INSTRUCTIONS**

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

**Please make sure to read all of the instructions before sending in your renewal. Failure to submit all the required documentation may result in your renewal NOT being processed. All renewal applications that are not complete will be deemed closed and fees forfeited after 3 months from being notified of missing information and/or documentation.**

**In order to process your renewal, you must submit all the required documents as per the instructions either by mail or online.**

1. For mail, please make sure to submit the renewal form, payment, insurance paperwork, LEAD certification (if required – see instructions below) as well as any other documentation to our mailing address. Payments can be made by check or money order, payable to the “County of Nassau.”
2. For Online, you can make a credit card payment and submit all your documentation at <https://apex5.nassaucountyny.gov/ords/f?p=288:4000>. Once you fill out the required information, you will be instructed to upload the documentation and submit payment.
3. If you are going to pay online with a credit card but submit your renewal documents by mail, please make sure to provide a copy of the payment receipt with your documents.

**1. RENEWAL FORM:** Must be completed by an owner or corporation principal. 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 thereto, as well as cancellation, suspension or revocation in the event such license has been issued. Falsification of an official document is punishable under the law to the fullest extent. The issuance of a license is subject to verification of the requirements herein provided. Failure to provide these items can result in your license being held up from being renewed and/or issued.

**2. CHANGE IN NAME:** If there is a change in the name of your business and/or DBA, please see the Name Change Form for the required information.

**3. CHANGE IN SCOPE:** If the scope of your business activities have changed, you must provide proof of experience for the scope change.

**4. CHANGE IN LOCATION:** If you have a change in location, you 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, and must do the following:

- a. Corporations: You must indicate the new address and phone on the renewal and submit.
- b. All Others: You must amend your address with the Nassau County Clerk’s Office and submit a copy of the filed amendment with your renewal.

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

**5. EMAIL/PHONE:** All applicants must provide a valid email address and phone number for business communications. These will be used for communications by this Department regarding licensing issues and/or consumer complaints.

**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](http://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. CHANGE IN OWNERSHIP/OFFICERS:** If there is a change in owner, principal, partner, corporate officer, director, stockholder, manager and salesperson of the business; each person must complete a Disclosure Form and have it NOTARIZED. (See Disclosure Form instructions for more information). In addition:

- All Corporations/LLC's must provide minutes showing any and all changes made to the corporate structure, a list of all current officers as well as provide letters of resignations if applicable.
- DBA's must provide an amended business certificate from the Nassau County Clerk's Office

**8. CERTIFICATIONS/REQUIREMENTS:** 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](http://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 (if applicable)**

- If you are renewing a Dry Cleaner/Laundromat or Storage Warehouse License, a 2-year \$10,000 bond is required.
- If you are renewing a Second-Hand Precious Metal and Gem Dealer or a Scrap Metal License, a 2-year \$5,000 bond is required.

**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.

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 RENEWAL OR IF YOUR RENEWAL IS NOT RECEIVED, PLEASE EMAIL US AT:  
[consumeraffairs@nassaucountyny.gov](mailto:consumeraffairs@nassaucountyny.gov)