



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

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## GENERAL INSTRUCTIONS A HOME IMPROVEMENT LICENSE

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\*\*\*\* 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** must be completed and NOTARIZED by an owner or corporation principal.

2. **TYPE OF BUSINESS:**

**Corporations/LLC:**

- a) All Corporations, LLC's, etc. must furnish their Corporate Filing Receipt from the NYS Department of State, Division of Corporations.
- b) All corporations must maintain a bona fide 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.
- c) 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.
- d) All Corporations, LLC, etc. may be required to provide the corporate structure naming all principals, officers, directors, and stockholders.

**Partnerships**

- a) 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)

**Sole Proprietorship:**

- 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)

**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. Contact Person is also required to submit a Disclosure Form.

2. **PROOF OF LOCATION:** All applicants must submit a copy of a current utility bill, land line 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/UPS Store **CAN ONLY** be used as a mailing address and **NOT** as a business location.

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. **IDENTIFICATION NUMBERS:** NY State law requires ALL businesses to have a Federal Employers Identification number (FEIN). If you collect sales tax, please list your NY State Sales Tax number. For information about obtaining a Federal Employers Identification number please contact 1-800-829-4933 or visit [www.irs.gov](http://www.irs.gov). For information regarding NYS Sales Tax, please contact 518-457-5431 or visit [www.tax.ny.gov](http://www.tax.ny.gov). Applications without a FEIN will NOT be processed.



**5. DISCLOSURE FORM:** Each owner, principal, partner, corporate officer, director, stockholder, manager, and salesperson of the business must complete this form, and have it NOTARIZED.

**6. BANK:** All applicants are required to provide their business banking information. This includes 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. 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 of Operations" that is listed on your Acord Certificate of Liability Insurance Form.

**PLEASE NOTE:** If you are sub-contracting work, you **MUST** have liability insurance for subcontracting and you may be 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).

**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.

**9. INSURANCE:** All applicants must have current liability insurance and **MUST** submit a valid Certificate of Insurance with 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. JUDGMENT SEARCH:** As part of the review process, a judgment search will be conducted for each owner, principal, partner, corporate officer, director, stockholder, manager, and 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.

**11. OPEN COMPLAINTS/VIOLATIONS SEARCH:** As part of the review process, a search will be conducted for each owner, principal, partner, corporate officer, director, stockholder, manager, and 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 complaints and/or violations may result in a license being denied or put on hold until the complaints and/or violations have been resolved.

**12. FALSIFICATION/COMPLETION:** Failure to complete the required information or providing 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.

**13. FEES:** Nassau County License fees:

1. New Application fee for a two (2) year license	\$ 650.00
2. Restitution payment for all New Home Improvement Applications:	\$ 50.00**
5. Additional location fee	\$ 110.00
7. Replacement fee for lost Home Improvement/Home Services License	\$ 60.00

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

ALL PAYMENTS CAN BE MADE BY OFFICIAL BANK OR CERTIFIED CHECK OR MONEY ORDER  
PAYABLE TO  
**"THE COUNTY OF NASSAU"**

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](mailto:consumeraffairs@nassaucountyny.gov)