NASSAU COUNTY
DEPARTMENT OF CONSUMER AFFAIRS
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HOME IMPROVEMENT LICENSE UPGRADE REQUEST FORM

To UPGRADE (add new/additional work to) your Nassau County Department of Consumer Affairs' Home Improvement License, the following is required:

1. Fill out this UPGRADE Request Form. This form must be signed by a principal/owner of the company.
2. Complete the attached *Home Improvement (Circle) Work Sheet.* with the work ***currently*** on your license **AND** the work you want to ***add*** (upgrade) to your license.
3. Proof of **five (5) years** of recent, relevant, and verifiable experience for the new/additional work, such as a W2 or 1099 form OR a home improvement license from another county or city OR copies of completed contracts along with signed and notarized letters from the consumers who contracted the work.
4. A current Certificate of General Liability Insurance with ALL the work indicated on the *Home Improvement Work Sheet* listed in the Description of Operations Box.
    a. The Nassau County Department of Consumer Affairs must be listed as a Certificate Holder.
    b. Certificates that expire within 30 days are not acceptable.
5. A current Certificate of Workmen's Compensation Insurance listing the Nassau County Department of Consumer Affairs as a certificate holder (Please use Form U26 or 105.2). If you do not have any employees, please provide a current Waiver on a CE-200 form.
    a. Certificates that expire within 30 days are not acceptable.
6. A Current Lead Certificate (RRP) for a Principal/Owner of the licensed business, if the new/additional work requires this certification. See 40 CFR Part 745.225 and Rule #18 of the Rules & Regulations Relating to the Home Improvement Business.

Name of Principal/Owner Making Request: _____ Title/Position: _____

Name of Licensed Business: _____

License #: _____ Phone: _____ Email: _____

Description of the New/Additional Work to be Done Under the License (Please be specific and refer to the work indicated on the *Home Improvement Work Sheet*):_____

_____

_____

_____

_____

If you knowingly possess a written document or instrument containing a **false statement** or information, and you **submit** the document or instrument to a public authority or public office, you can be charged with Offering a False Instrument For Filing in the First Degree, a **Class E Felony**. See NY Penal Law Section 175.35

Signature of Principal/Owner: _____

HOME IMPROVEMENT WORK (CIRCLE) SHEET

Part A **YOUR WORK** **COMPANY NAME:**_____

Fill in the circles for **ALL** work that **you/your** company will be doing with your Home Improvement License. See Part B (next page) for work that will be sub-contracted by you.

In the Description of Operations on your Certificate of Insurance, your Broker must list the work that you or your employees will be doing. Your Description of Operations must exactly match the work marked on this Home Improvement Work (Circle) Sheet.

Failure to maintain the required insurance coverage for the home improvement work that you are doing may result in a violation, fine, or suspension of your license.

Landscaping

- ○ Irrigation/Sprinklers
- ○ Landscaping
- ○ Pond/Aquarium Install
- ○ Shrub/Tree Pruning
- ○ Tree Removal

Carpentry/Painting/Insulation/Flooring

- ○ Awnings
- ○ Basements
- ○ Cabinets
- ○ Carpet Installation
- ○ Closet Install
- ○ Decks
- ○ Doors
- ○ Fencing
- ○ Flooring
- ○ Framing
- ○ Garage Doors
- ○ Glasswork/Glazing
- ○ Insulation
- ○ Kitchens & Baths
- ○ Molding
- ○ Painting
- ○ Playground Install
- ○ Power Washing
- ○ Sheetrock/Drywall
- ○ Stairs & Railings
- ○ Wallpaper
- ○ Windows

Masonry

- ○ Asphalt & Paving
- ○ Cement/Concrete
- ○ Driveways
- ○ Fireplace
- ○ Foundations
- ○ Stucco
- ○ Tiling/Marble
- ○ Waterproofing

Roofing/Siding/Dormers

- ○ Chimney Capping/ Cleaning
- ○ Dormers/Extensions
- ○ Gutters
- ○ Roofing
- ○ Siding

Pool/Septic/Docks

- ○ Cesspool/Septic Cleaning
- ○ Cesspool/Septic Install
- ○ Dock Builders
- ○ Drain Cleaning
- ○ Dry Well & Drainage
- ○ Helical Piles/Pile Driving
- ○ Pool Build/Install
- ○ Pool Service/Repair
- ○ Well Drilling

Other

- ○ Demolition
- ○ Elevator Service/Install
- ○ Excavations
- ○ Fire Sprinkler Systems
- ○ House Lifting
- ○ HVAC
- ○ Mold Remediation
- ○ Plastering
- ○ Solar Energy Systems
- ○ _____

Part B WORK YOU SUBCONTRACT

The following work is deemed by the Commissioner to require SUBCONTRACTING.

- Bathroom Remodeling (Plumber & Electrician)
- Dormers/Extensions (Roofer, Plumber, & Electrician)
- Fire Sprinkler Systems (Plumber & Electrician)
- House Lifting (Plumber & Electrician)
- Kitchen Remodeling (Plumber & Electrician)
- Solar Energy Systems (Roofer & Electrician)

Will you be SUBCONTRACTING work? ◯ **Yes** ◯ **No**

If yes, what work will you be subcontracting? _____

_____

_____

_____

In the Description of Operations on your Certificate of Insurance, your Broker must list the work that you will be **subcontracting** using the words **"*Subcontracting of:*"** preceding the list of work you will be subcontracting.

For example: subcontracting of: roofing and electric

The subcontractors, you hire or arrange for, are required by law to have a home improvement license, or a Master Plumber's License or a Master Electrician's License. Failure to use properly licensed subcontractors is a violation punishable by a $1,500 fine.

WORKER'S COMPENSATION INSURANCE

1) If you have a ONE person home improvement business, the following work requires WORKER'S COMPENSATION Insurance; a U26 or 105.2 form must be submitted. Under NO circumstances will a Worker's Compensation Waiver (CE200) be accepted for the work listed below by a one person business.

- Awnings
- Bathrooms
- Cesspool/Septic Install
- Cesspool/Septic Cleaning
- Chimney Capping/Cleaning
- Dock Builders
- Dormers/Extensions
- Dry Wells/Drainage
- Elevator Service/Install
- Excavations
- Fire Sprinkler Systems
- Foundations
- Helical Piles/Pile Driving
- House Lifting
- Kitchens
- Playground Install
- Pool Builder/Installer
- Roofing
- Solar Energy Systems
- Tree Removal
- Well Drilling

2) A Home Improvement Business needs Worker's Compensation Insurance if they have employees working on their jobs (including borrowed, leased, and part-time); or day laborers; or unpaid volunteers (including family members.)

3) A Home Improvement Business needs Worker's Compensation Insurance if they subcontract work to contractor's who are NOT independent contractors. ***Independent Contractors*** have businesses and/or trades separate and apart from the Home Improvement Business, such as plumbers, electricians, roofers, excavators.

If you knowingly possess a written document or instrument containing a **false statement** or information, and you **submit** the document or instrument to a public authority or public office, you can be charged with Offering a False Instrument For Filing in the First Degree, a **Class E Felony**. See NY Penal Law Section 175.35

Date: _____ Owner's Name: _____

Owner's Signature: _____