



**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 WORK, ADVERTISING, OR THE SOLICITING OF BUSINESS CAN 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 being returned.**

**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 company check, official bank or certified 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.

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 visit <https://www.nassaucountyny.gov/1565/Making-Changes-to-a-Current-License> for detailed instructions.
3. **CHANGE IN SCOPE:** If the scope of your business activities has changed, you must provide proof of experience for the scope change. Please visit <https://www.nassaucountyny.gov/1565/Making-Changes-to-a-Current-License> for detailed instructions.
4. **CHANGE IN LOCATION:** If you have a change in location, please visit <https://www.nassaucountyny.gov/1565/Making-Changes-to-a-Current-License> for detailed instructions.

**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
- Please visit <https://www.nassaucountyny.gov/1565/Making-Changes-to-a-Current-License> for detailed instructions.
8. **CERTIFICATIONS/REQUIREMENTS:** At least ONE of the owners, principals, partners, corporate officers, directors and/or stockholders must have the following:
- **All contractors who perform work listed in Rule 18 of the Rules & Regulations Relating to the Home Improvement Business,** must submit proof of completion of an EPA Approved Lead Safety for Renovation, Repair & Painting Course. (RRP) See 40CFR Part 745.225.
  - **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 a valid Certificate of Insurance showing the type of work covered in the Description of Operations box.** 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) 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 - \$250,000/500,000

Property Damage - \$100,000

**b. Environmental Hazard Remediation License Only:**

Bodily Injury - \$1,000,000/2,000,000

Property Damage - \$1,000,000/2,000,000

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.**

**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)