

Dear Contractors:

If you are requesting an upgrade to your Nassau County Home Improvement License, the following information is required:

1. A signed letter by owner requesting the specific type of work. Please note that the words “home remodeling”, “home improvement”, “general contracting”, “new construction”, or “renovations” will NOT be accepted. The categories of work performed must be specific. Fill out attached Work Being Performed (Circle) Sheet.
2. Five years recent relevant and verifiable experience. (ex. W2 or 1099 forms that show type of work or a home improvement license elsewhere for the additional work or one contract & notarized consumer letter from each of the last five years.)
3. A current Certificate of Business Liability Insurance with the description of work that you are licensed to perform. If you are hiring sub-contractors, you must have “sub-contracting” listed on your policy. Certificates that expire within 30 days are not acceptable.
4. A current Certificate of Workman’s Compensation Insurance on a U26 or 105.2 form; or if no employees, a current CE-200 form, (Waiver). Certificates that expire within 30 days are not acceptable.
5. A current RRP Lead certification in an owner’s name, if required. See 40 CFR Part 745.225 and Rule 18 of the Rules and Regulations Relating to the Home Improvement Business.
6. A current business phone number and email address.

Submit all of the above for review.

Bank Name and Location: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

\*A LICENSE WILL NOT BE ISSUED WITHOUT A VALID BUSINESS BANK ACCOUNT

**WORK BEING PERFORMED (CIRCLE) SHEET**

Asphalt & Paving	Doors	HVAC	Pond/Aquarium Install
Awnings*	Dormers/Extensions*	Hardwood Flooring	Power Washing
Basements	Drain Cleaning/Clearing	Helical Piles/Pile Driving*	Ramps/Stair/Chair Lifts
Baths*	Driveways	House Lifting*	Reglazing
Cabinets	Dry Wells/Drainage*	Insulation	Roofing*
Carpet Installation	Elevator Install/Service*	Irrigation/Sprinklers	Sheetrock/Dry Wall
Carpentry	Excavations*	Kitchens*	Siding
Cement/Concrete Work	Fencing	Landscaping	Solar Energy Systems*
Cesspool/Septic Install*	Fire Sprinkler Systems	Masonry	Stairs & Railings
Cesspool/Septic Cleaning*	Fireplace	Mold Remediation	Stucco
Chimney Capping Chimney Cleaning*	Flooring	Molding	Tiling/Marble
Closet Installations	Foundations*	Painting	Tree Removal*
Decks	Framing	Plastering	Wallpaper
Demolition	Garage Doors	Playground Installation*	Waterproofing
Dock Builders*	Glasswork	Pool Builder/Installer*	Well Drilling*
	Gutters	Pool Service/Repair	Windows

All work that is circled above,

All work that is highlighted is deemed by the Commissioner to require sub-contracting.

Will you be sub-contracting work?  Yes  No

If yes, what work will you be sub-contracting? \_\_\_\_\_

If you are sub-contracting work, **sub-contracting** must be listed in the Description of Operations box on your Certificate of Liability Insurance (ACCORD).

The sub-contractors, you hire or arrange for, who are required by law to have a license to work, must have a valid license in their possession.

All work that is marked with an asterisk\* will require Worker's Compensation Insurance. Under no circumstances, will a Worker's Compensation Waiver (Attestation/ CE-200) be accepted.

All work that is circled above must be listed in the **Description of Operations** box on your Certificate of Liability Insurance.

**IF YOU ARE GRANTED A LICENSE BY THE COMMISSIONER, YOU ARE ONLY ALLOWED TO DO OR PERFORM THE WORK THAT IS CIRCLED ABOVE.**