



NASSAU COUNTY DEPARTMENT OF CONSUMER AFFAIRS

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DISCLOSURE FORM INSTRUCTIONS FOR A NASSAU COUNTY HOME IMPROVEMENT LICENSE

1. The following Disclosure Form must be **completed** and **notarized** for:
 - a) each individual/owner
 - b) all partners in a partnership
 - c) all corporate officers, directors, and stockholders (including NY contacts for out of state corps)
 - d) all employees and/or salespersons who have the authority to estimate and/or negotiate a contract.
2. Two (2) professional passport_(2"x2") photographs for each person **MUST** be submitted with each disclosure form. Photos must be free of any hats and/or sunglasses and taken within the past 6 months. **Home photos are NOT acceptable.**
3. Each person **MUST SUBMIT** a valid NYS DMV Driver's License or Non-Driver ID Card (for those who do not drive) **and ONE of the following**: a current utility bill (electric or home telephone), NYS Auto Registration or a copy of a current lease. (Please be advised that PO Boxes are NOT acceptable.)
4. All persons are required to answer all yes and no questions and must state all criminal convictions, including DWI, DWAI and DUI, and provide an official disposition from the applicable court. A complete copy of the court case may be required.
5. For the following, **at least ONE** of the owners, principals, partners, corporate officers, directors and/or stockholders must have the following:
 - **RRP Lead Safety for Renovation, Repair & Painting**: Home Improvement Contractors whose work could possibly involve contact with surfaces at a residential property that were previously painted with lead paint, must complete an EPA approved Lead Safety for Renovation, Repair & Paint course. (RRP) See 40 CFR Part 745.225 and Rule 18 of the Rules and Regulations Relating to the Home Improvement Business, for further details. The Rules & Regulations are posted on our website, nassaucountyny.gov. The RRP completion certificate must have a photograph of the individual who attended the in person portion of the course.
 - **Sprinkler/Irrigation Work**: A New York Back Flow Tester Certification, from a NYS Department of Health approved course provider. See NYCRR Section 5-1.31 and Rule 22 of the Consumer Affairs Rules and Regulations Relating to the Home Improvement Business, which is posted on our website nassaucountyny.gov.
 - **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.
 1. All Pool & Spa Contractors must use licensed plumbers and licensed electricians.
 2. All Pool & Spa Contractors must have:
 - Five years of experience and a CBP (certified building professional certification) or equivalent certification for pool & spa builders.
 - Five years of experience and a CST (certified service technician), or a CSP(Certified Service Professional) or equivalent certification, for Pool & Spa Contractors who make repairs/do renovations or perform maintenance on equipment.
 - Five years of experience and a CMS (certified maintenance specialist) certification for those who are seasonal contractors who perform pool cleaning on a designated route.

6. JUDGMENT SEARCH: As part of the review process, a judgment search for industry related judgments, tax liens and warrants, and unpaid child support, will be conducted for each owner, principal, partner, corporate officer, director, member/manager, stockholder, and salesperson, individually, and under the business name and under the name of any prior business name. In order to proceed with the license application or renewal, outstanding judgments must be paid or satisfied, vacated, in the process of being vacated or paid under an agreed upon payment plan with proof of up-to-date payments.

7. OPEN/UNRESOLVED CONSUMER COMPLAINTS AND UNPAID CONSUMER

AFFAIRS' VIOLATION FINES: As part of the review process, a search for open/unresolved consumer complaints and unpaid Consumer Affairs' violation fines, will be conducted for each owner, principal, partner, corporate officer, director, member/manager, stockholder, manager, and salesperson, individually, and under the business name, and the name of any prior business name. In order to proceed with the license application or renewal, the violation fines must be paid in full and any open/unresolved consumer complaints must be resolved or in the process of being resolved.

8. EXPERIENCE: One owner/officer/principal must have at least 5 years of recent, relevant verifiable experience in the home improvement field. That owner/officer/principal is required to submit five years of W2's, 1099's, or a license in another municipality for proof.

9. FINGERPRINTING: All Home Improvement license applicants must submit to a finger-print based background check. After a final review of your license application, you will be sent instructions for the fingerprinting process. This is a ONE-TIME requirement; the cost will be approximately \$90.

PENALTY FOR FALSIFICATION: Falsification of any statement made herein is an offense punishable by a fine, and/or revocation or denial of license and criminal action.

**IF YOU HAVE ANY QUESTIONS ABOUT THE LICENSE PROCESS, PLEASE EMAIL US AT:
consumeraffairs@nassaucountyny.gov**