

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 HOME IMPROVEMENT WORK 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.

HOME IMPROVEMENT WORK SHEET

Fill in the ovals for ALL the work you will be doing under your home improvement license.

The work indicated must also be listed in the Description of Operations Box on your General Liability Certificate of Insurance.

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

FALSE STATEMENTS made in this document are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the New York Penal Law.

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 Plastering 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 Solar Energy Systems _____

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

- Bathroom Remodeling
- Dormers/Extensions
- Fire Sprinkler Systems
- House Lifting
- Kitchen Remodeling
- Solar Energy Systems

Will you be subcontracting work? Yes No

If yes, what work will you be subcontracting? _____

Subcontracting must be listed in the Description of Operations box on your General Liability General Liability Certificate of Insurance. The subcontractors, you hire or arrange for, are required by law to have a license to work and must have a valid license in their possession.

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:

- Awnings
- 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 & Baths
- Playground Install
- Pool Builder/Installer
- Roofing
- Solar Energy Systems
- Subcontracting
- Tree Removal
- Well Drilling