

Putnam County Consumer Affairs
 Phone: (845)-808-1617 Ext. 46026
 plumbers@putnamcountyny.gov



PUTNAM COUNTY PLUMBING/MECHANICAL TRADES BOARD
 Weights & Measures/ Trades Licensing & Registration
 110 Old Route 6, Building #3, Carmel, NY 10512

PLUMBING/MECHANICAL TRADES MASTER LICENSE
APPLICATION INSTRUCTIONS

STEP ONE

There are three steps to become a licensed plumbing or mechanical trades master in Putnam County.

First, the Plumbing Board must review your application. **Please complete the enclosed application form and supply detailed proof of your experience.** Detailed experience must include names, addresses and a description of responsibilities at said jobs. **The application fee is \$150.00. Applications are only considered during Board meetings and must be submitted seven business days prior to any monthly meeting.**

Next, upon the Plumbing/Mechanical Trades Board's approval of your application, you will be required to take a Master License Test in your area of expertise. Tests are administered monthly by an outside testing agency, Brewster Technology. There is a separate testing fee payable directly to the testing agency.

Finally, upon passing the test, we will provide you with a New Plumbing/Mechanical Trades Application form for completion. **The annual fee is \$500.00.**

Please do your best to use this checklist to complete the first step in the application process. **Any application submitted without all of the requested information and documentation will be returned and considered invalid.**

PROOF OF EMPLOYMENT: Examples include, but are not limited to: W-2 tax forms, notarized statements of hours worked from employers, union or benefit funds, notarized examples of jobs performed on company letterhead, inspection certificates, etc.

- EPA II, III or Universal if applying for an HVAC or Refrigeration License.
- Water Well/Pump and Well Drilling must be registered with the NYS DEC and must provide proof. If drilling Geothermal, one test from DEC must include a Geothermal test result.
- LP Gas must provide proof of Completion of CETP
- Fire Sprinkler Installation-NICET III/Inspection-NICET II - AS OF JANUARY 2024

DRIVER'S LICENSE OR STATE ISSUED IDENTIFICATION

APPLICATION FEE IS \$150.00 PAYABLE TO THE COMMISSIONER OF FINANCE

EXPERIENCE REQUIRED: PLUMBING 9 YRS., HEATING & HVAC-R 7 YRS., LP GAS 5 YRS., NORA SILVER, WELL, PUMP, WATER TREATMENT 2 YRS., FIRE INSTALLER/INSPECTOR 5 YRS.

PROVIDE W-2'S AS PROOF OF EXPERIENCE

NICET CERTIFICATION FOR FIRE SPRINKLER INSTALLER/INSPECTOR



COUNTY OF PUTNAM
Office of Consumer Affairs
110 Old Route 6 Bldg. 3
Carmel, NY 10512
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FOR OFFICE USE ONLY
License Application date:
Fee Amount:
Credit/debit card:
M.O. #:
Account #:
Notes:

PLUMBING/MECHANICAL TRADES STEP ONE MASTER LICENSE APPLICATION

PLEASE TYPE OR PRINT CLEARLY
INCOMPLETE OR UNREADABLE APPLICATIONS WILL BE RETURNED

Please check [x] the trade in which you are seeking certification.

- Plumbing, Sheet Metal, LP Gas Installer, Heating, HVAC, Oil burner/N.O.R.A., Water Treatment, Pump Installer, Water Well Drilling, Fire Sprinklers Installer, Fire Sprinklers Inspector, Refrigeration, Geothermal Drilling

Reciprocity License - Include copy of license certificate.

County: License No.:

Applicant Information

Name: Date of Birth: / /

Home Address: Home Phone:

Work Phone:

Cell Phone: E-mail (required):

Present Employment Information

Name of Business: Name of Present Employer:

Business Address: Business Phone:

Starting Date:

E-mail (required):

Statement of Education

- 1. Are you a high school graduate? YES NO. If not, what is the highest grade that you have competed?
2. Have you attended a trade-related vocational school? YES NO. If so, give dates: from to. Hours of instruction: hours years. Did you graduate? YES NO.
3. Are you a college graduate? YES NO. If so, describe degree received: If not, list the number of credits earned:

List any technical or educational classes, courses, etc. pertaining to your trade

	COURSE NAME	ADDRESS	DATES
1.			
2.			
3.			

Have you ever been convicted of any crime, felony, misdemeanor, or violation? Check one: YES NO
 If Yes, please explain and enclose a certified copy of the disposition (DISPOSITION MUST ACCOMPANY APPLICATION): _____

FOR OFFICE USE ONLY:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED

In consideration of being granted certification for conducting the business or trade of plumbing or similar mechanical trade it is agreed that the applicant will comply with the rules and regulations of the Putnam County Office of Consumer Affairs.

PENALTY FOR FALSIFICATION: Any persons making any false statements as to qualifications and experience, or any person subscribing to or vouching for any misstatement shall be subject to those penalties as provided by New York State laws.

 Applicant Signature

 Date