



WESTCHESTER COUNTY BOARD OF PLUMBING EXAMINERS

Robert P. Astorino
County Executive

Timothy C. Idoni
County Clerk

September 2010

Dear Master Plumber:

Enclosed is the renewal application for obtaining your 2011 Master Plumber's license and the 2011 vehicle decals. Your 2010 license expires at midnight on December 31, 2010 and you must possess a 2011 license to legally work in Westchester County on or after January 1, 2011. All vehicles used in your business must also have a 2011 decal affixed to be legal as of January 1, 2011.

PURSUANT TO §3-503 OF THE NEW YORK STATE GENERAL OBLIGATIONS LAW, YOU ARE REQUIRED TO COMPLETE AND RETURN THE ENCLOSED CHILD SUPPORT CERTIFICATION FORM. THIS OFFICE WILL NOT PROCESS YOUR RENEWAL WITHOUT A COMPLETED AND NOTARIZED FORM.

It is your responsibility to submit to this office **with your renewal application** current copies of your liability, automobile and workers compensation insurance. You must also submit a \$10,000.00 license bond. Please do not count on your insurance agent or carrier to take care of this. Many of them do not.

If you do not submit the required insurance the whole application will be returned.

This office will be ready to issue 2011 licenses and decals beginning on October 1, 2010. You are encouraged to file your renewal application now, so that you will be assured of receiving your 2010 license and decals on time.

Please make sure your vehicles contain the following signage as approved by the Plumbing Board: "Vehicle sign lettering shall be a minimum of 2 inches per letter. Signs shall be required on both side panels of all vehicles. The sign must include the license holder's number and the company name or d/b/a that is registered with the County of Westchester for the license holder. Magnetic signage will be allowed." Fines will be imposed for non-compliance with the above and if proper decals are not displayed.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Edward J. Brady Jr.", written in dark ink.

Edward J. Brady Jr.
Director – Trades Licensing



WESTCHESTER COUNTY CLERK

Board of Plumbing Examiners
110 Dr. Martin Luther King Jr. Blvd
White Plains, New York 10601
(914) 995-2657 Fax (914) 995-3092

Master Plumber License Renewal Application Year 2011

Received _____

LICENSEE NAME: _____

COMPANY NAME: _____

CURRENT LICENSE NUMBER: _____ SOCIAL SECURITY NUMBER _____

Required for child support background check

Read and sign reverse side of renewal

PLEASE CHECK ONE BOX:

- COUNTY WIDE UNRESTRICTED LICENSE \$500.00
- RESTRICTED LICENSE \$50.00 – per license, up to 10 (maximum \$500.00)
- CERTIFICATE OF COMPETENCY \$500.00

PLEASE TYPE OR PRINT ALL INFORMATION

1) Has your business name changed since your last application? YES NO
If you answered "YES", please indicate new name below.

2) Has your business address or telephone number changed since your last application? YES NO
If "YES", print new address and/or telephone number below.

3) Has your home address or telephone number changed since your last application? YES NO
If you answered "YES", please indicate new address and telephone number below.

4) Vehicle Decals Requested: _____ (\$5.00 per decal)
2011 Vehicle Decals are required for all vehicles.

5) Certified copy of 2011 License _____ (\$5.00 per copy)

Total Fees (License Fee plus Decals): _____

MAKE CHECKS PAYABLE TO: WESTCHESTER COUNTY CLERK

- Master Card
- Visa Card
- Discover Card
- American Express

TOTAL _____

Account Number _____

_____/_____
Expiration Date

Card Holder's Signature

Cardholder acknowledges receipt of goods and/or services in the amount of the total shown hereon and agrees to perform the obligations set forth in the cardholder's agreement with the issuer.

INSURANCE INFORMATION REQUIRED

THE FOLLOWING INFORMATION MUST BE INCLUDED ON ALL INSURANCE POLICIES:

COUNTY OF WESTCHESTER (certificate holder)
110 Dr. Martin Luther King Jr. Boulevard
White Plains, NY 10601

Westchester County must be named as CERTIFICATE HOLDER.

INSURANCE CERTIFICATES MUST BE ATTACHED TO APPLICATION.

Liability Insurance Must name the County of Westchester as certificate holder.
\$1,000,000.00 110 Dr. Martin Luther King Jr. Boulevard, White Plains, NY 10601

Auto Insurance Must name the County of Westchester as certificate holder.
\$1,000,000.00 110 Dr. Martin Luther King Jr. Boulevard, White Plains, NY 10601
(hired and non owned will not be accepted)

N.Y.S. Disability Statutory

Workers Comp. Statutory
If you have no employees, you must go to NYS Workers Comp website @ www.wcb.state.ny.us/
At this website you can fill out and print Form CE-200. Send in this completed form.

License Bond Bond must be in the master plumber's name.
\$10,000.00 Must name the County of Westchester as obligee.
110 Dr. Martin Luther King Jr. Boulevard, White Plains, NY 10601

ALL INSURANCES AND BONDS MUST BE SENT IN WITH THIS RENEWAL.

IF ANY INFORMATION IS MISSING YOUR RENEWAL WILL BE RETURNED.

CERTIFICATION

(Must be signed and dated)

I certify that the information on this form is true and accurate. I understand that any incomplete, inaccurate or false information may cause my Westchester County Plumbing License Renewal to be delayed, denied or revoked. (The same individual who submitted the original application must sign Certification) Also, by signature below, I attest that all of my required insurances will remain current during the license year and I will be directly responsible for sending updated insurance information to the Licensing Office.

Applicant's Signature

Print Name

Date

MAKE SURE EVERYTHING IS FILLED OUT, AND ALL INSURANCE AND BOND CERTIFICATES ARE ENCLOSED. IF NOT, THE APPLICATION WILL BE RETURNED

NOTICE

PLEASE ADVISE YOUR INSURANCE AGENT THAT THAT ACCORD FORM WILL NO LONGER BE ACCEPTED FOR PROOF OF WORKERS COMP. AND DISABILITY INSURANCE.

IF YOU HAVE NO EMPLOYEES, FOLLOW THESE STEPS:

Go to the NYS Workers Comp website@
www.wcb.state.ny.us/

When on this site look to the bottom right side of the page where you will find a box with the following information in it,

WC/DB Exemptions
Form CE-200

Click on that.

Now read and follow the directions.

MAKE SURE YOU SAVE AND PRINT THE COMPLETED FORM.

NOTICE

If you are experiencing difficulties obtaining a Westchester County license or permit because of an outstanding child support problem, and you are making support payments through the Support Collection Unit of the Westchester County Office of Child Support Enforcement, you may receive assistance in resolving your problem by contacting:

The Westchester County Office of Child Support Enforcement

100 East First Street, 5th Floor
Mount Vernon, New York 10550
1-888-208-4485