



## **PUTNAM COUNTY CONSUMER AFFAIRS**

Weights & Measures  
Trades Licensing & Registration  
(845) 808-1617 ext. 46026

### **PLUMBING/MECHANICAL JOURNEYMAN SHELVING INSTRUCTIONS**

Attached is the **(Optional)** shelving affidavit. This affidavit applies to anyone wishing to shelve their registration for 2022-2024.

The fee for shelving your registration is \$50.00 and must be done biannually. Check or Money Order should be made out to the COMMISSIONER OF FINANCE. Cash will not be accepted.

The signed affidavit must be returned to this office, or postmarked, **before June 30, 2022**. If you do not have the affidavit in the office by the required date, you will be considered late and will be subject to a \$25.00 (minimum) Late Fee.

**IMPORTANT!** If you choose to shelve your registration, you are not eligible to work as a Journeyman in Putnam County. If you are found working without a registration, you may be subject to a fine.

If you have any questions, please do not hesitate to call the office at the above number Monday through Friday from 8:00 a.m. to 4:00 p.m.

Donald B. Smith County Government Campus  
110 Old Route Six ☼ Building No. Three ☼ Carmel, New York 10512  
Incomplete applications will be returned.

04/06/2022



<b>FOR OFFICE USE ONLY</b>	
License No. _____	Acct # _____
Fee Amount: _____	<input type="checkbox"/> Receipt # _____
Check #: _____	M.O. #: _____
CC Approval #: _____	
Year: <b>2022-2024</b>	
Owner/Agent# _____	

**PLUMBING AND MECHANICAL TRADES JOURNEYMAN SHELIVING AFFIDAVIT**

This Affidavit must be signed by any registered plumber/mechanical tradesperson seeking to voluntarily inactivate their journeyman registration under sections 190-19 and 190-19-a of Putnam County Plumbing and Mechanical Trades Law.

I, the undersigned, fully acknowledge and understand by my signature affixed below, that in addition to my written request and explanation to inactivate or shelve my registration in accordance with section 190-19 and 190-19(a) of the Putnam County Plumbing and Mechanical Trades Law, I am prohibited from doing any work in Putnam County that was authorized by my prior active plumbing registration. **I am fully aware that if I am found doing such work during the period of time that my registration is voluntarily shelved, I will be in violation of the law and shall be subject to the fines and penalties of an unregistered person, because I will not have a valid registration to do such work.**

Further, if and when the Putnam County Legislature requires continuing education classes for licensed/registered Plumbers/Mechanical Tradespersons within Putnam County, I fully acknowledge that I am obligated to complete all required hours of continuing education during the time that my registration is shelved. I also acknowledge that if I do not complete the required continuing education hours during the time my registration is shelved, I will not be able to reactivate my registration.

**PLEASE COMPLETE ALL SECTIONS AND PRINT CLEARLY**

\_\_\_\_\_  
Name (print clearly)

\_\_\_\_\_  
Company/Master Tradesman

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

E-mail Address (required): \_\_\_\_\_

\_\_\_\_\_  
Putnam County Registration Number

\_\_\_\_\_  
Date

**\*\*If shelving for more than 1 journeyman registration, a separate request must be submitted for each trade. Late fee applies after June 30<sup>th</sup>.**

Signature of Applicant: \_\_\_\_\_