

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, New York 10512

**JOURNEYMAN RENEWAL 2026-2028**  
**PLUMBING/MECHANICAL TRADES APPLICATION INSTRUCTIONS**

You must possess a current registration to legally work in Putnam County. This is a two year registration. The fee is \$100.00. You must **RENEW OR SHELVE** your license by the expiration date.

Use this checklist to complete the enclosed application and return it with the documents listed below. **Any application submitted without all the requested information and documentation will be considered incomplete and returned.**

Checklist:

- APPLICATION – Completed & Signed
- CHILD SUPPORT OBLIGATIONS FORM – (attached) This is a New York State requirement (this form must be completed whether there are child support issues or not). Make sure to list your full social security number.
- DRIVER'S LICENSE – **PLEASE NOTE:** License must be submitted with all applications. If the address on your driver's license is different from the home address on your application, you must **ALSO** submit proof of residency (utility bill, credit card statement, etc.).
- If the photo we have on file is older than six (6) years, you must submit a new photo. We no longer take pictures at our office. Use any smartphone and email your updated JPEG headshot to [Plumbers@putnamcountyny.gov](mailto:Plumbers@putnamcountyny.gov). Please do not wear sunglasses or hats for the photo. Make sure your name and the name of the company you are working for is in the subject line of your email.
- FILING FEE in the form of a check or money order in the amount of **\$100.00** made payable to the **Commissioner of Finance. Credit cards accepted in person only.**
- Mail completed application, required documents and payment to:  
**Office of Consumer Affairs-Plumbing /Mechanical Board**  
**110 Old Route 6, Building #3**  
**Carmel, NY 10512**

Your application must be postmarked by June 30, 2026. Late fees will apply to any application submitted after that date. **THERE IS NO GRACE PERIOD.**

① **Questions? Please call the number above or email our office at: [plumbers@putnamcountyny.gov](mailto:plumbers@putnamcountyny.gov)**



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 Office of Consumer Affairs  
 110 Old Route 6 Building 3  
 Carmel, NY 10512  
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[plumbers@putnamcountyny.gov](mailto:plumbers@putnamcountyny.gov)

FOR OFFICE USE ONLY	
License No. _____	Acct# _____
Fee Amount: _____	Photo <input type="checkbox"/>
<input type="checkbox"/> Check #: _____	
Credit Card Approval # _____	
Child Support: <input type="checkbox"/>	Driver's License <input type="checkbox"/>
Agent/Operator# _____	
Notes: _____	

**PLUMBING/MECHANICAL TRADES JOURNEYMAN RENEWAL APPLICATION 2026-2028**

*Answers to ALL questions must be printed or typed, accurate and complete in order to be submitted for certification.*

**Type of Plumbing/Mechanical Trade**

Check  the trade in which you are seeking renewal. If more than one trade, use a separate application.

- Plumbing       Sheet Metal       LP Gas Installer       Heating       HVAC
- N.O.R.A.       Refrigeration       Fire Sprinkler Installer

**Applicant and Business Information - PLEASE PRINT CLEARLY**

Name: \_\_\_\_\_ Journeyman Number: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Company Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 \_\_\_\_\_

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

*\*If you fail to provide an email you will NOT receive notifications regarding your registration.*

Where should we mail correspondence that relates to your license?  HOME     COMPANY

Has your employer or demographic information changed since your last application?  YES     NO

Have there been any criminal convictions against you?  YES     NO

If so, you must include a certified copy of disposition.

**Affirmation**

**In consideration** of being granted certification to conduct the business of plumbing or similar mechanical trade as a journeyman it is agreed that the applicant will only work under a Putnam County Licensed Plumber or Master Tradesman and that they 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's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division of Safety and Health  
License and Certificate Unit  
Harriman State Office Campus  
Building 12, Room 181A  
Albany NY 12240  
(518) 457-2735

**WE ARE YOUR DOL**



[www.labor.ny.gov](http://www.labor.ny.gov)  
[license&certificate@labor.ny.gov](mailto:license&certificate@labor.ny.gov)

**Appendix to a License/Certificate Application**

The child support obligations  
(New York State General Obligations Law Title 5 section 3-503)  
do not apply to corporations.

Complete, sign and date this form if you are applying for a license/certificate or license/certificate renewal.

**Applicant's Information**

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle initial: \_\_\_\_\_

Social Security number: \_\_\_\_\_

The type of license/certificate requested: \_\_\_\_\_

Business: \_\_\_\_\_ Title: \_\_\_\_\_

**Certification**

Are you under an obligation to pay child support? If yes, complete items 1 - 4.  Yes  No

1. I am making payments in accordance with a plan agreed upon by the parties.  Yes  No

2. I am four months or more behind in the payment of child support.  Yes  No

3. My child support obligation is the subject of a pending court proceeding.  Yes  No

4. I am receiving public assistance or supplemental security income.  Yes  No

**If you are four months or more behind in child support or have failed to comply with a summons, subpoena or warrant relating to a paternity or child support proceeding, you may be subject to suspension of your business, professional and/or driver licenses.**

**Affirmation**

I acknowledge that giving false information is a crime and may result in this license/certificate being revoked.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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