

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



PUTNAM COUNTY CONSUMER AFFAIRS
Weights & Measures/ Trades Licensing & Registration
110 Old Route 6, Building #3, Carmel, NY 10512

PLUMBING/MECHANICAL JOURNEYMAN
SHELVING INSTRUCTIONS

Attached is the **(Optional)** shelving affirmation. This affirmation applies to anyone wishing to shelve their registration for 2026-2028.

The fee for shelving your registration is \$50.00 and must be done biennially. Check or Money Order should be made out to the **COMMISSIONER OF FINANCE**. Cash will not be accepted. Credit cards accepted in office only.

The signed affirmation must be returned to this office **before June 30, 2026**. If you do not have the affirmation 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 above number Monday through Friday from 8:00 a.m. to 4:00 p.m.



PUTNAM COUNTY
 Office of Consumer Affairs
 110 Old Route 6, Building #3
 Carmel, NY 10512
 Phone: (845) 808-1617 Ext. 46026
 plumbers@putnamcountyny.gov
www.putnamcountyny.com/consumer-affairs/

FOR OFFICE USE ONLY	
License No. _____	Acct # _____
Fee Amount: _____	Ag/Op# _____
Check #: _____	M.O. #: _____
CC Approval #: _____	
Year: 2026-2028	
Notes: _____	

PLUMBING AND MECHANICAL TRADES JOURNEYMAN SHELIVING AFFIRMATION

This Affirmation must be signed by any registered plumber/mechanical tradesperson seeking to voluntarily inactivate his or her license/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 license 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 license. **I am fully aware that if I am found doing such work during the period that my license is voluntarily shelved, I will be violating the law and shall be subject to the fines and penalties of an unlicensed person, because I will not have a valid license to do such work.**

Further, if and when the Putnam County Legislature requires continuing education classes for licensed 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 license is shelved. I also acknowledge that if I do not complete the required continuing education hours during the time my license is shelved, I will not be able to reactivate my registration.

****This shelving affirmation expires on June 30, 2028.***

PLEASE COMPLETE ALL SECTIONS AND PRINT CLEARLY

 Name (print clearly)

 Company/Master Tradesman

Home Address: _____

Date of Birth: _____

Journeyman No.: _____

Home Phone: _____

Cell Phone: _____

E-mail Address (required): _____

****If shelving for more than 1 license, a separate affirmation and fee must be submitted for each trade. Late fee applies after June 30th, 2026.**

Applicant's Signature: _____

Date: _____