

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.**

☐ **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 Treatment Specialist must pass two certification exams given by the Water Quality Association.
- 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

☐ **REQUIRED: EXPERIENCE 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

☐ **DRIVER'S LICENSE OR STATE ISSUED IDENTIFICATION**

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

☐ **INCLUDE COPIES OF CURRENT PLUMBING/MECHANICAL LICENSES- IF HELD IN OTHER MUNICIPALITIES**



COUNTY OF PUTNAM
 Office of Consumer Affairs
 110 Old Route 6 Bldg. 3
 Carmel, NY 10512
 Phone: (845) 808-1617 Ext. 46026
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FOR OFFICE USE ONLY

Application #: _____ Fee Amount: _____
☐ Check #: _____ ☐ Credit/Debit Card: _____
☐ M.O.: _____
 Driver's License: _____ W2s: _____
 EPA (HVAC/Refrig): _____ CEPT (LP Gas): _____
 NICET (Fire Sprinkler): _____ DEC (Water/Well): _____
 Notes: _____
 Date Processed: _____ Batch #: _____

PLUMBING/MECHANICAL TRADES STEP ONE MASTER LICENSE APPLICATION

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

Please check ☒ 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

Applicant Information

Name: _____ Date of Birth: ____ / ____ / ____

Home Address: _____ Cell Phone: _____

_____ Work Phone: _____

E-mail (required): _____

Present Employment Information

Name of Business: _____ Name of Present Employer: _____

Business Address: _____ Business Phone: _____

_____ Starting Date: _____

E-mail (required): _____

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

Statement of Education

- Are you a high school graduate? ☐ YES ☐ NO
 If not, what is the highest grade that you have competed? _____
- 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
- 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:

☐ APPROVED

☐ 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