

CONSUMER PROTECTION / WEIGHTS & MEASURES

50 Sanatorium Road, Building A, 8th Floor Pomona, New York 10970 Phone: (845) 364-3901 Fax: (845) 364-3902 Email: CPLCAL@co.rockland.ny.us

Kimberly Von Ronn, Esq. *Director and Public Advocate*

Dear Inspector:

Chapter 250 Article II of the Laws of Rockland County (formerly Rockland county Local Law No. 11 of 2012) requires persons doing the business of electrical inspections of electrical installations to obtain a Rockland County license.

Conducting an Electrical Inspection business in Rockland County without a license is a misdemeanor. The penalty upon conviction is a fine is **up to\$1,000.00**, **or up to one year in prison**, **or both fine and imprisonment**.

Enclosed is a copy of this local law, general instructions, a license application, and other related forms. Before filling out the enclosed application forms, please be sure to read the instructions carefully. The application and must be notarized as required.

If you are presently conducting or considering an Electrical Inspection business and have not obtained a license, return this application to this office as soon as possible. An unlicensed contractor will be prosecuted to the fullest extent of the law. Please take note that the maximum penalty that can be imposed by a judge is \$1,000.00; and because a violation of this law is now a crime, we can go anywhere in New York State or adjoining states to apprehend and prosecute violators.

NOTE: THIS LICENSE DOES NOT CONSTITUTE A ELECTRICAL LICENSE.

NOTE: THE FILING OF AN APPLICATION DOES NOT CONSTITUTE PERMISSION TO OPERATE. A LICENSE MUST ACTUALLY BE IN POSSESION OF THE LICENSEE BEFORE ANY OPERATION MAY BE LEGALLY CONDUCTED.

Application Checklist (11/17)

Ap _l	 plication – for Agency & Chief Electrical Inspector must be signed in front of a notary public Partnerships - BOTH parties must fill out an application
App	plication – for each Inspector
Chi	ild Support Certification – must be completed by applicant and signed in front of notary public Partnerships - BOTH parties must fill out child support certification Inspectors – for each Inspector
	e of the following documents: Certified Copy of Rockland County Business Certificate Copy of Corporate Filing Receipt (If NYS Corp.) Copy of Filing Receipt for Authority to Do Business in NY (if Foreign (outside NYS) Corp.) If lost filing receipt, request and submit a copy of certificate of good standing (518-473-2492) ou are a corporation that also does business under an assumed name: Copy of Filing Receipt for Assumed Name Certificate
Pro	Liability – per classification (see back of law book Appendix A) Send Certificate of Insurance (ACORD Form accepted) Workers Compensation Send Certificate of Insurance (Form C105.2(9-07) or SI-12) OR Form U26.3 if through NYSIF OR Form CE-200 in license name - file electronically at http://www.wcb.ny.gov/ Disability Send Certificate of Insurance (Form DB155) OR Send Certificate of Compliance – Form DB120.1(5-06) OR Form CE-200 in license name – file electronically at http://www.wcb.ny.gov/ Certificate Holder on certificates of insurance must be written as follows: County of Rockland Office of Consumer Protection 50 Sanatorium Road, Building A, 8th Floor Pomona, NY 10970
Ins	urance papers ONLY
	Insurance company or Agent only may fax directly by to (845) 364-3902
	Insurance company or Agent only may email with Subject: EIA. to CPLCAL@CO.ROCKLAND.NY.US

Office of Consumer Protection

THE FILING OF AN APPLICATION DOES NOT CONSTITUTE PERMISSION TO OPERATE. A LICENSE MUST ACTUALLY BE IN POSSESION OF THE LICENSEE BEFORE ANY OPERATION MAY BE LEGALLY CONDUCTED.

GENERAL INSTRUCTIONS

Failure to complete the required information or the giving of false information in the application may result in the denial of said application for a license or any renewal thereof as well as cancellation or revocation in the event such license has been issued.

The licensing herein provided shall apply solely to Chapter 250 of the Laws of Rockland County.

The issuance of a license is subject to verification of the requirements herein provided.

- 1) Applicant will be the "Chief Electrical Inspector" for the inspection business
- 2) An application must be signed and notarized as required.
- 3) All employees doing inspections must be certified.
- 4) The following Documents will be required from:
 - a) Chief Electrical Inspector
 - i) Certification from I.E.I.A. as a Master Inspector
 - ii) (2) Passport size photos
 - iii) Child Support Certification (Notarized)
 - b) Electrical Inspector
 - i) Copy of Certification from I.E.I.A. in the discipline that you are inspecting.
 - ii) (2) Passport size Photos
 - iii) Child Support Certification (Notarized)
- 5) You will be required to list any unsatisfied judgments.
- 6) You will be required to list any criminal convictions.
- 7) A CORPORATION must submit a copy of the filing receipt showing the filing of the corporation with the New York Secretary of State.
- 8) A FOREIGN CORPORATION must submit a copy of the filing receipt from the New York Secretary of State granting the corporation the authority to do business in New York State.
- 9) A DOMESTIC OR FOREIGN CORPORATION with an ASSUMED NAME must submit a copy of the filing receipt from the New York Secretary of State granting use of the assumed name in the county of Rockland.
- 10) A PARTNERSHIP, conducting business under a trade name, must submit a certified copy of the partnership certificate on file in the Rockland County Clerk's Office.
- 11) AN INDIVIDUAL operating under a trade name must submit a certified copy of the trade name certificate on file in the Rockland County Clerk's Office.
- 12) The fee for licensing shall be \$400.00 including the Chief Electrical Inspector and a separate fee of \$100.00 for each additional Electrical Inspector by check or money order only payable to R. C. Commissioner of Finance with the filing of the application. Each fee must be submitted separately. (i.e. A Chief Electrical Inspector with one electrical inspector must submit two checks, one for \$400 and one for \$100.)

ALL LICENSE FEES ARE NON-REFUNDABLE

- 13) Applicant must submit Form C-105.2, Form SI-12 or Form U26.3 as proof that he or she has obtained the required workers' compensation insurance and Form DB 120.1 or Form DB155 as proof of disability benefits coverage. County of Rockland, Consumer Protection Office must be listed as Certificate Holder. Only the most current version of the forms will be accepted.
- 14) Applicants who are not required by law to carry worker's compensation and/or disability benefits insurance should submit Form CE-200. (Form CE-200, Certification of Attestation for New York Entities With No Employees And Certain Out of State Entities, That New York State Workers' Compensation And/Or Disability Benefits Insurance Coverage Is Not Required). The form can be filled out electronically on the NYS Workers' Compensation Board website at http://www.wcb.ny.gov/, click on common forms and search by form number. Print a finished form to submit with your application. Paper forms are available but estimated processing time for paper applications is four weeks.
- 15) Proof of occurrence based liability Insurance in amount not less than \$500,000 for damages to personal property. The County of Rockland, Office of Consumer Protection must be named Certificate Holder.
- 16) If anyone other than the applicant is authorized to discuss the pending application with our office, the applicant must attach a separate letter indicating their full name and granting authority.
- 17) Each applicant and employee must complete and submit a completed and notarized Child Support Certification with their application pursuant to NYS General Obligations Law §3-503. If a business partnership, each partner must submit Child Support Certification.

THIS LICENSE DOES NOT CONSTITUTE AN ELECTRICAL LICENSE.

ROCKLAND COUNTY DEPT. OF WEIGHTS & MEASURES OFFICE OF CONSUMER PROTECTION LICENSING DIVISION

DO NOT WRITE IN THIS SPACE	
LIC NO.	
RECEIPT NO	
DATE	
FEE PAID \$	
CSC	

APPLICATION FOR LICENSE AS AN ELECTRICAL INSPECTION BUSINESS ANSWERS TO ALL QUESTIONS MUST BE ACCURATE AND COMPLETE. NO BLANK SPACES. CHECK BOX TO INDICATE TYPE OF OWNERSHIP

Corporation/LLC/LTD/LP/LL	P	Co-partnersh	iip	☐Individual Owner	<u>r</u>
Name of Business					
Trade/Assumed or Display Name					
Business Address Street					
Town or Village	State	Zip	Business Pho	one No.: ()	
Email address:			Business Fac	esimile No: ()	
Name of Chief Electrical Inspector (Last, Fin	rst, Middle)				
Home Address Street					
Town or Village	State	Zip	Home Phone	No.: ()	
Date of Birth (MM/DD/YYYY)	Sex	::	□F		
Partnership: Yes No	0				
If Yes, list name and address of each Partner:	:				
Name:	Address:				
Name:	Address:				
Corporation/LLC/LTD/LP/LLP:		No			
If Yes, list name, title and address of any offinotice may be served.	cer of the corporat	ion or a designa	ted agent of service upo	on whom process or o	other legal
Name:Corporate Title:	Address:				
Name:Corporate Title:					
ALL EMPLOYEES of the Electrical Inspecti					ION OF
NAME	KE	SIDENCE ADI	DKESS	DESCRIPTI CERTIFICA	

LIST ALL UNSATISFIED JUDGEMENTS in which the applicant, partner (s) or if a corporation, each officer are named as judgment debtors. **IF NONE INDICATE BELOW**. (Use extra sheets if necessary).

Date	Name of Judgment Debtor	Name of Judgment Creditor	Disposition - Court and Date
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subject		pension/revocation of my Electrical	Inspection license.
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SIGNATU	RE OF APPLICANT	DATE	
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ROCKLAND COUNTY DEPT. OF WEIGHTS & MEASURES OFFICE OF CONSUMER PROTECTION LICENSING DIVISION

DO NOT WRITE IN THIS SP	ACE
LIC NO.	
RECEIPT NO.	
DATE	
FEE PAID \$	
CSC	

APPLICATION FOR LICENSE AS AN ELECTRICAL INSPECTOR ANSWERS TO ALL QUESTIONS MUST BE ACCURATE AND COMPLETE. NO BLANK SPACES.

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					Phone No.: ()
Name of E	lectrical Inspector (Last, First, Midd	le)			
	ress Street				
Town or V	illage	State	Zip	Home Pho	one No.: ()
Date of Bir	th (MMDDYYYY)	Sex	::	F <u>Email Addre</u>	ess:
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CONSUMER PROTECTION / WEIGHTS & MEASURES

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Kimberly Von Ronn, Esq. *Director and Public Advocate*

TO: Licensees & Applicants

RE: Child Support Certification

New York State law (General Obligation Law, Section 3-503) **REQUIRES** this office to gather information to allow the Department of Social Services to determine if applicants for a license issued by this office and those seeking to renew their license are in default of their obligation to pay child support.

Therefore, you must fill out the attached form completely and sign same before a notary. The information you supply will be checked by the Department of Social Services against a nationwide database to confirm that you are not in default on child support obligations.

PLEASE TAKE NOTICE that providing false information may result in criminal charges and, in addition, may result in the denial of your application or renewal of your license.

PLEASE TAKE FURTHER NOTICE that any persons who are four months or more in arrears in child support or who have failed to comply with a summons, subpoena or warrant relating to a paternity or child support proceeding may be subject to suspension of their business, professional, drivers and/or recreational licenses and permits including, but not limited to, licenses issued pursuant to section 11-0713 of the environmental conservation law.

I thank you for your cooperation in this matter.

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CHILD SUPPORT CERTIFICATION

Rockland County Office of Child Support Enforcement

Date: ___-__

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BUSINESS CERTIFICATE INFORMATION

The Rockland County Clerk files business certificates for individuals or partners doing business in Rockland County under an assumed name. Business Certificate forms are available at our office or can be downloaded through this site. For further information or to download forms, review our Business Certificate FAQ's or call us at (845) 708-7222.

- 1. What is a Business Certificate?
- 2. How do I file a Business Certificate?
- 3. How much does it cost to file a Business Certificate
- 4. How do I change a certificate I already filed?
- 5. How do I discontinue a business?
- 6. How do I get a N.Y.S. sales tax I.D. number?
- 7. Where can I find other links or download forms?

1. What is a Business Certificate?

A Business Certificate is a legal document which can be filed in the Rockland County Clerk's Office, by an individual or group of individuals who wish to conduct business in the County of Rockland under an assumed name. You may be required to have a Business Certificate to be licensed by other agencies, or for tax or insurance purposes.

2. How do I file a Business Certificate?

Obtain a "Business Certificate" or "Business Certificate For Partners" form from the website of the Rockland County Clerk, or directly at the Rockland County Clerk's Office, Rockland County Courthouse, 1 South Main Street, Suite 100, New City, New York 10956, telephone number (845)708-7222.

Search the computer in the Rockland County Clerk's Office to determine if the name you intend to call your business is already being used. If the name is already in use, an alternative name should be selected.

Complete the appropriate Business Certificate form, appear at the Land Records counter in the Rockland County Clerk's Office with the form, the fees noted below, and official picture identification.

3. How much does it cost to file a Business Certificate?

\$25 to file a Business Certificate

\$10 for two certified copies

\$35 Total — includes filing, and 2 certified copies.

ALL FEES MUST BE PAID IN CASH OR BY MONEY ORDER. (NO PERSONAL CHECKS)

Make money orders payable to "Rockland County Clerk"

4. How do I change a certificate I already filed?

Use the "Amended Business Certificate" form to make changes such as addresses or partners. The fees are the same as noted in question #3 above.

5. How do I discontinue a business?

Use the "Certificate of Discontinuance of Business" or "Certificate of Discontinuance of Business as Partners" form. There is no fee to file this form.

6. How do I get a N.Y.S. sales tax I.D. number?

Call 518-457-5431.

7. Where can I find other links or download forms?

NYS Department of Taxation

Blumberg Legal Forms

Corporation Filings & UCC Forms and Information

Licensing for Electricians, Home Improvement Inspectors, Plumbers, Towers

Federal Tax I.D.s

Information (Federal) for Starting a Business