



NASSAU COUNTY
DEPARTMENT OF CONSUMER AFFAIRS
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HOME IMPROVEMENT LICENSE UPGRADE REQUEST FORM

To UPGRADE (add new/additional work to) your Nassau County Department of Consumer Affairs' Home Improvement License, the following is required:

1. Fill out this UPGRADE Request Form. This form must be signed by a principal/owner of the company.
2. Complete the attached *Home Improvement (Circle) Work Sheet*. with the work currently on your license **AND** the work you want to **add** (upgrade) to your license.
3. Proof of **five (5) years** of recent, relevant, and verifiable experience for the new/additional work, such as a W2 or 1099 form OR a home improvement license from another county or city OR copies of completed contracts along with signed and notarized letters from the consumers who contracted the work.
4. A current Certificate of General Liability Insurance with ALL the work indicated on the *Home Improvement Work Sheet* listed in the Description of Operations Box.
 - a. The Nassau County Department of Consumer Affairs must be listed as a Certificate Holder.
 - b. Certificates that expire within 30 days are not acceptable.
5. A current Certificate of Workmen's Compensation Insurance listing the Nassau County Department of Consumer Affairs as a certificate holder (Please use Form U26 or 105.2). If you do not have any employees, please provide a current Waiver on a CE-200 form.
 - a. Certificates that expire within 30 days are not acceptable.
6. A Current Lead Certificate (RRP) for a Principal/Owner of the licensed business, if the new/additional work requires this certification. See 40 CFR Part 745.225 and Rule #18 of the Rules & Regulations Relating to the Home Improvement Business.

Name of Principal/Owner Making Request: _____ Title/Position: _____

Name of Licensed Business: _____

License #: _____ Phone: _____ Email: _____

Description of the New/Additional Work to be Done Under the License (Please be specific and refer to the work indicated on the *Home Improvement Work Sheet*): _____

If you knowingly possess a written document or instrument containing a **false statement** or information, and you **submit** the document or instrument to a public authority or public office, you can be charged with Offering a False Instrument For Filing in the First Degree, a **Class E Felony**. See NY Penal Law Section 175.35

Signature of Principal/Owner: _____

HOME IMPROVEMENT (CIRCLE) WORK SHEET

Part A

Fill in the ovals for **ALL WORK** you/your company will be advertising or doing with your Home Improvement License.

The work indicated must also be listed in the Description of Operations Box on your General Liability Certificate of Insurance.

Failure to maintain the required insurance coverage for the home improvement work that you are doing may result in a violation, fine, or suspension of your license.

If you knowingly possess a written document or instrument containing a **false statement** or information, and you **submit** the document or instrument to a public authority or public office, you can be charged with Offering a False Instrument For Filing in the First Degree, a **Class E Felony**. See NY Penal Law Section 175.35

Landscaping

- ☐ Irrigation/Sprinklers ☐ Landscaping ☐ Pond/Aquarium Install ☐ Shrub/Tree Pruning ☐ Tree Removal

Carpentry/Painting/Insulation/Flooring

- ☐ Awnings ☐ Basements ☐ Cabinets ☐ Carpet Installation ☐ Closet Install
☐ Decks ☐ Doors ☐ Fencing ☐ Flooring ☐ Framing
☐ Garage Doors ☐ Glasswork/Glazing ☐ Insulation ☐ Kitchens & Baths ☐ Molding
☐ Painting ☐ Playground Install ☐ Power Washing ☐ Sheetrock/Drywall ☐ Stairs & Railings
☐ Wallpaper ☐ Windows

Masonry

- ☐ Asphalt & Paving ☐ Cement/Concrete ☐ Driveways ☐ Fireplace
☐ Foundations ☐ Stucco ☐ Tiling/Marble ☐ Waterproofing

Roofing/Siding/Dormers

- ☐ Chimney Capping/
Cleaning ☐ Dormers/Extensions ☐ Gutters ☐ Roofing ☐ Siding

Pool/Septic/Docks

- ☐ Cesspool/Septic
Cleaning ☐ Cesspool/Septic
Install ☐ Dock Builders ☐ Drain Cleaning ☐ Dry Well & Drainage
☐ Helical Piles/Pile Driving ☐ Pool Build/Install ☐ Pool Service/Repair ☐ Well Drilling

Other

- ☐ Demolition ☐ Elevator Service/Install ☐ Excavations ☐ Fire Sprinkler Systems ☐ House Lifting
☐ HVAC ☐ Mold Remediation ☐ Plastering ☐ Solar Energy Systems ☐ _____

Part B

The following work is deemed by the Commissioner to require **SUBCONTRACTING**.

- Bathroom Remodeling
- Dormers/Extensions
- Fire Sprinkler Systems
- House Lifting
- Kitchen Remodeling
- Solar Energy Systems

Will you be **SUBCONTRACTING** work? Yes No

If yes, what work will you be subcontracting? _____

Subcontracting must be listed in the Description of Operations box on your General Liability Certificate of Insurance. The subcontractors, you hire or arrange for, are required by law to have a license to work and must have a valid license in their possession.

The following work requires **WORKER'S COMPENSATION Insurance**; a **U26 or 105.2 form** must be submitted. Under no circumstances will a **Worker's Compensation Waiver (CE200)** be accepted for the work listed below.

- Awnings
- Cesspool/Septic Install
- Cesspool/Septic Cleaning
- Chimney Capping/Cleaning
- Dock Builders
- Dormers/Extensions
- Dry Wells/Drainage
- Elevator Service/Install
- Excavations
- Fire Sprinkler Systems
- Foundations
- Helical Piles/Pile Driving
- House Lifting
- Kitchens & Baths
- Playground Install
- Pool Builder/Installer
- Roofing
- Solar Energy Systems
- Subcontracting
- Tree Removal
- Well Drilling

Date: _____

Name: _____

Signature: _____