

William Rossiter  
Chairman

Andrew Pidala  
Vice Chairman

Michael Budzinski, PE  
Director – Office of Consumer Affairs  
[www.putnamcountyny.com/consumer-affairs/](http://www.putnamcountyny.com/consumer-affairs/)  
(845) 808-1617, ext. 46111



Robert Counihan  
Carlos Daeira  
Charles Gorges  
Ronald Massaro  
John Morrison  
Carmine Ricci  
Ronald Williams

Athena Arvan  
Conf. Secretary  
Extension 46025

September 2023

This is a reminder that your Master Electrician and/or Low Voltage/Lmtd Data Comm. Technician license expires December 31, 2023. **Similar to last year, we will NOT be mailing renewal packets thru traditional mail.**

Please follow the instructions below to download and print your 2024 RENEWAL PACKET from the Putnam County website. This includes a separate Shelving Affidavit, should you decide to shelve your license in 2024. Go to: <https://www.putnamcountyny.com/consumer-affairs/>

- . Scroll down and Click on *Forms & Applications*
- . Click on *Click to Access Forms*
- . Click on *Click Here for Electrical Forms* and make your selection
- . Download and print forms (Forms may be completed online and printed)

If you do not have access to a computer to download a renewal packet or shelving affidavit, you can obtain one from our office.

**Completion of a Continuing Education Class (CEU) is required for Masters and Reciprocal Masters only.**

**If you plan to reciprocate with Westchester, be sure to take a Combo class.**

ALSO NOTE: Anyone with an outstanding violation will not be renewed until the fee has been satisfied.

The renewal fee is \$500 for Master Electricians; \$150 for Low Voltage/Lmtd Data Comm. Tech.; Shelving fee is \$50. Check or money order should be made out to the *Commissioner of Finance*. Credit card payments accepted in office only.

**Renewal applications received after December 31<sup>st</sup> will be subject to late fees as follows:**

If received after December 31 <sup>st</sup> add:	\$100
If received after January 31 <sup>st</sup> add:	\$200
If received after February 29 <sup>th</sup> add:	\$300

**\*THERE IS NO GRACE PERIOD\***

**Shelving affidavits received between Jan.1<sup>st</sup> – Mar 31<sup>st</sup> will be subject to a late fee of \$25.**

Fee for certified copy is \$10.

Applications should be mailed to: Putnam County Office of Consumer Affairs  
Attn: Electrical Board  
110 Old Route Six, Building Three  
Carmel, NY 10512

Westchester County Electricians who reciprocate with Putnam County are not bound by renewal deadline or late fees and do NOT need to shelve.

If you have any questions, do not hesitate to contact our office.

*Putnam County Board of Electrical Examiners*

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## REQUIREMENTS FOR OBTAINING A MASTER ELEC OR LOW VOLTAGE TECH LICENSE

Only use this package if you either passed the exam for Putnam County, are renewing the Putnam Master Electrical license or Low Voltage/Lmtd Data Comm. Tech license, or are reciprocating the Westchester Master Electrical License.

All licenses expire December 31<sup>st</sup>.

**LATE FEES CHARGED TO PUTNAM COUNTY ELECTRICIANS ONLY, NOT RECIPROCALLS, FOR APPLICATIONS RECEIVED AFTER DECEMBER 31<sup>ST</sup>**

**ALL APPLICATIONS MUST BE COMPLETED and SIGNED.**

**Any application submitted without all the requested information and documentation will be returned and considered incomplete.**

### **APPLICATION**

#### Include a **CERTIFICATE OF LIABILITY INSURANCE**

Requirements:

- Certificate Holder must be Putnam County Electrical Board, 110 Old Route 6, Bldg. 3, Carmel, NY 10512
- Putnam County MUST be Additional Insured

#### Include **WORKERS' COMPENSATION FORM (C105.2)**

Requirements:

- Certificate Holder **MUST** be Putnam County Electrical Board
- \*NOTE: If Workers' Compensation is not required, you **MUST** complete a Workers' Compensation Waiver (Form CE-200) at [www.wcb.ny.gov](http://www.wcb.ny.gov) This form must be printed, signed and submitted.

#### Include **ORIGINAL LICENSE & PERMIT BOND IN THE AMOUNT OF \$25,000.00 OR COPY OF A CONTINUATION CERTIFICATE**

Requirements:

- Bond **MUST** be for **1 year** period and **MUST** run concurrently with the license
- Putnam County **MUST** be the obligee
- Original bond **MUST** be signed by the principal (If Continuation Certificate, copy is acceptable)

#### Complete the attached **CHILD SUPPORT FORM** pursuant to NYS General Obligations Law, Section 3-503

#### Copy of **VEHICLE REGISTRATION** cards for vehicles used in the course of your business.

#### Include a copy of a valid **DRIVER'S LICENSE** from the state in which you reside or proof of current home street address, if different from address on driver's license.

#### Copy of Certificate showing completion of a **CONTINUING EDUCATION CLASS (for Masters and Reciprocal, only)**

#### To obtain a reciprocal license, include a **certified** copy of a **current** valid **WESTCHESTER COUNTY ELECTRICAL LICENSE**

#### Include the **LICENSING FEE** in the form of a check or money order in the amount of **\$500.00** made payable to **Commissioner of Finance (\$150 for Low Voltage/Lmtd Data Comm. Tech)**. Credit card payments accepted in office only. This fee includes one vehicle decal; each additional decal is a \$6.00 fee. If application is submitted after December 31<sup>st</sup>, you **MUST** include the appropriate late fee (Does not apply to Reciprocal).

Late Fees:

- If received after December 31<sup>st</sup> add: \$100
- If received after January 31<sup>st</sup> add: \$200
- If received after February 29<sup>th</sup> add: \$300

If you are a **FIRST TIME APPLICANT**, please **ALSO INCLUDE THE FOLLOWING DOCUMENTS:**

- Include a **PHOTO** of the licensee - Requirements: This photo **MUST** be submitted by sending an e-mail to: [athena.arvan@putnamcountyny.gov](mailto:athena.arvan@putnamcountyny.gov) \*NOTE: This photo must be a headshot. No photos with hats/sunglasses are accepted. Also, if sending by e-mail **MUST** include first and last name of licensee in the subject bar and the photo **MUST** be submitted in **JPEG** format.

Check one:

- For **Individual** (using assumed name or d/b/a):
  - MUST** include a copy of a **CERTIFIED BUSINESS CERTIFICATE**
- For **Partnerships**:
  - MUST** include a copy of a **CERTIFIED PARTNERSHIP CERTIFICATE**
- For **Corporations**:
  - MUST** include a copy of a **CORPORATE FILING RECEIPT**

① Questions? Please call or email our office [athena.arvan@putnamcountyny.gov](mailto:athena.arvan@putnamcountyny.gov)

THANK YOU for your compliance of Putnam County Electricians Law



**COUNTY OF PUTNAM**  
 Office of Consumer Affairs/Electrical Board  
 110 Old Route 6 Bldg. 3  
 Carmel, NY 10512  
 (845) 808-1617  
<http://www.putnamcountyny.gov/consumer-affairs/>

FOR OFFICE USE ONLY	
Old Lic. No. _____	Year: <u>2024</u>
Munis Acct. No. _____	Agent/Op. No. _____
Munis Lic. No. _____	Bill No. _____
Fee Amount: _____	Batch No. _____
<input type="checkbox"/> Co. Check # _____	<input type="checkbox"/> Pers. Check #: _____
M.O. number _____	
Credit/debit card author.: _____	
C of L: _____	W/C: _____
Bond Exp: _____	Child Support: <input type="checkbox"/> Y
Proof/Driver's License <input type="checkbox"/> Y	Photo <input type="checkbox"/> Y
No. of Decals: _____	Cert. West. Lic. <input type="checkbox"/> Y <input type="checkbox"/> N
CEU cert: <input type="checkbox"/> Y	C of D on file: <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Bus. Fil. Doc <input type="checkbox"/> Y <input type="checkbox"/> N	Processed: _____

**CHECK IF CERTIFIED COPY REQUESTED:** \_\_\_\_\_

**2024 MASTER ELEC. AND LOW VOLTAGE/LMTD DATA COMM. TECH. RENEWAL**

***Please complete and return by 12/31/2023. LATE FEES CHARGED AFTER 12/31/23.***

Check  one and include lic. no.  Master # \_\_\_\_\_  Low Volt/Lmtd Data # \_\_\_\_\_  Recip. # \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Business Name: \_\_\_\_\_

Company Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Where should we mail correspondence that relates to your Electrical License? Check one:  HOME  COMPANY

Mailing Address (if different from above): \_\_\_\_\_

Have there been any criminal convictions or *pending* criminal convictions against any individual, partner and/or corporate officer since the last application?  YES  NO (If YES, please provide disposition papers)

DATE	COURT	CHARGES	DISPOSITION

Have there been any unsatisfied judgments against you since your last application? Check one:  YES  NO

If yes, include a certified copy of your Certificate of Disposition.

Please list all municipalities/facilities where you are presently licensed as a Master/Special Electrician: \_\_\_\_\_

Have you ever had a professional or vocational license suspended, refused, or revoked? Check one:  YES  NO

If yes, explain: \_\_\_\_\_

**AFFIDAVIT**

In consideration of being granted a Putnam County Master Electrician or Low Voltage Lmtd. Data Comm. Technician's license, it is agreed that the applicant will comply with the rules and regulations of the Putnam County Electrician's law.

I certify that the information on this application is true and accurate and understand that any incomplete, inaccurate or false information may cause the registration to be delayed, denied, suspended or revoked.

**PENALTY FOR FALSIFICATION** – Falsification of any statement made herein is an offense punishable by a fine and/or imprisonment.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

Division of Safety and Health  
License and Certificate Unit  
Harriman State Office Campus  
Building 12, Room 161A  
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: \_\_\_\_\_



## **MASTER ELECTRICIAN and LOW VOLTAGE/LMTD DATA COMM TECHNICIAN 2024 SHELIVING INSTRUCTIONS**

Attached is the shelving affidavit.  
This affidavit applies to anyone wishing to shelve his/her license in 2024.

The signed affidavit must be returned to this office by December 31, 2023.

The fee for shelving your license is \$50.00 per year.

If received between January 1st – March 31<sup>st</sup>, 2024, there will be a late fee of \$25.

Check or Money Order should be made out to the COMMISSIONER OF FINANCE.  
Cash is not accepted. Credit card payments accepted in office only.

### **NOTE:**

Westchester Electricians who reciprocate with Putnam County do **NOT** need to shelve.

### **IMPORTANT!**

If you have already shelved for five (5) consecutive years, you must also include a letter addressed to the Electrical Board stating the reason for your continued shelving status.

*According to Putnam County Electrical Law, 145-19 (G): Licensees can shelve in consecutive years for a maximum of five (5) years without Board approval. If the licensee wishes to extend shelving beyond five (5) years, the licensee must submit a letter to the Board providing a satisfactory reason for continued shelving.*

If you choose to shelve your license, you are not eligible to work in Putnam County. If you are found working without a license, you may be subject to a fine.

Beginning in 2019, any Master Electrician who shelves will be required to take a Continuing Education Class (CEU) for each year of shelving. Certificates issued by the CEU provider will provide proof of completion of the required class. Copies of these certificates must be included in any renewal or reactivation of license.

If you have any questions, please do not hesitate to call the office Monday through Friday from 8:00 a.m. to 4:00 p.m.



**COUNTY OF PUTNAM**  
 Office of Consumer Affairs/Electrical Board  
 110 Old Route 6 Bldg. 3  
 Carmel, NY 10512  
 (845) 808-1617  
<http://www.putnamcountyny.gov/consumer-affairs/>

FOR OFFICE USE ONLY	
Old Lic. No. _____	Munis Acct. No. _____
Agent/Op. No. _____	
Munis Lic. No. _____	Bill No. _____
Fee Amount: _____	Batch No. _____
<input type="checkbox"/> Co. Check # _____	<input type="checkbox"/> Pers. Check #: _____
M.O. number _____	
Credit/debit card author: _____	
CEU: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Processed: _____	Shelving Year: 2024

**MASTER ELECTRICIAN and LOW VOLTAGE/LMTD DATA COMMUNICATION TECHNICIAN  
 2024 SHELIVING AFFIDAVIT**

This Affidavit must be signed by a licensed Master Electrician or Low Voltage/Lmtd Data Comm Technician seeking to voluntarily inactivate his or her license under Putnam County Electricians 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 Putnam County Electrical Law, I am prohibited from doing any work in Putnam County that was authorized by my prior active electrical license. I am fully aware that if I am found doing such work during the period of time 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.

New in 2019: For Master Electricians, 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 license.

During the period of voluntary shelving of my license, I will be eligible to work under another Master License holder provided I obtain a Journeyman or Helper license to do so. Without such, I will be violating the law and shall be subject to the fines and penalties of an unlicensed person.

Have you shelved for 5 years?  YES  NO

If yes, please provide letter for request for continued shelving subject to Electrical Board approval.

Name: \_\_\_\_\_ License #: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

Company name and address: \_\_\_\_\_

Company phone: \_\_\_\_\_ Company email: \_\_\_\_\_

**AFFIDAVIT**

In consideration of being granted SHELIVING of a Putnam County Master Electrician's or Low Voltage Lmtd. Data Comm. Technician's license, it is agreed that the applicant will comply with the rules and regulations of the Putnam County Electrical law.

I certify that the information on this application is true and accurate and understand that any incomplete, inaccurate or false information may cause the registration to be delayed, denied, suspended or revoked.

PENALTY FOR FALSIFICATION – Falsification of any statement made herein is an offense punishable by a fine and/or imprisonment.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_