

T O W N O F E A S T H A M P T O N
TOWN CLERK'S OFFICE
159 Pantigo Road, East Hampton, NY 11937
PHONE: (631) 324-4142

A P P L I C A T I O N - T W O Y E A R L I C E N S E
FOR LICENSE OF HOME IMPROVEMENT CONTRACTORS (NEW & RENEWAL)
Chapter 156 (Home Improvement Contractors) of the Town Code

A P P L I C A N T:

BUSINESS NAME: _____

PRINCIPAL OWNER: _____ DATE OF BIRTH: _____

PARTNERS\OFFICERS: _____

MAILING ADDRESS: _____

PHYSICAL RESIDENCE/BUSINESS: _____

E-MAIL ADDRESS: _____

TELEPHONE NUMBER: () _____ CELL: _____

T Y P E O F O R G A N I Z A T I O N:

Individual [] Partnership [] Corporation []

*IS THIS A LANDSCAPING BUSINESS (check box): [] YES [] NO

I N S U R A N C E: Certificate of Liability Insurance must name the Town of East Hampton as additionally insured as well as Certificate Holder. Workers Compensation Certificate\ Exemption Form (CE-200) as Certificate Holder.

E X P E R I E N C E:

_____ Full-Time _____ Part-Time present employment in subject Occupation or Business.

_____ Years experience in subject occupation or business.

_____ Years at present location.

State other Business Addresses or Names or Occupations during past Five (5) Years: _____

Names of Employees and Salesmen: _____

Has Applicant, or any Partner, Officer or Director of Applicant ever:

- (a) been convicted of a crime. [] Yes [] No
- (b) filed or been adjudicated bankrupt. [] Yes [] No
- (c) made an assignment for the benefit of Creditors. [] Yes [] No
- (d) been denied an occupational or home improvement contractors license or had such license suspended, revoked or restricted. [] Yes [] No

Explain any "YES" Answers: _____

****TEN HOURS OF EDUCATION ARE REQUIRED FOR ALL CONTRACTOR LICENSES AT TIME OF APPLICATION.** (Must have been completed within the past 24 months for a renewal and within the past 12 months for new License)**

IF RENEWING, PREVIOUS TOWN LICENSE #: _____

F E E S U B M I T T E D: \$250.00 FOR A TWO YEAR TERM

[] CASH [] CHECK NO. _____ AMOUNT SUBMITTED: _____

STATE OF NEW YORK)
: ss.:
COUNTY OF SUFFOLK)

I, _____, being duly sworn, hereby depose and say:

1. The information contained in the attached application for a Home Improvement Contractor's License is to my knowledge truthful.

2. That all plumbing, electrical and engineering work, performed in connection with a Home Improvement by the applicant, shall be performed only by holders of a valid Suffolk County/New York State License to perform such work.

3. The insurance specified in my application and the Certificate of Insurance, submitted therewith, is in full force and effect.

4. I have been afforded an opportunity to review Chapter 156 of the Town Code, entitled "Home Improvement Contractors" by the Building Department which maintains a copy of said Chapter, and makes the same available for inspection and review during regular business hours. I understand that upon the issuance of a Home Improvement Contractor's License to me, I am required to comply with all rules and regulations set forth in said Chapter 156, and that failure to so comply may result in the modification, suspension or revocation of any license.

FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS "A" MISDEMEANOR PURSUANT TO SECTION 210-45 OF THE NEW YORK STATE PENAL LAW.

Dated: _____ (Signature)

Sworn to before me this _____

day of _____, 20____.

(Notary Public)

INSURANCE.

- A. Applications and Renewals. No application for a Home Improvement Contractor's License, nor any renewal thereof, shall be accepted by the Town Clerk unless such application is accompanied by a Certificate of Liability Insurance and Workers Compensation Certificate if required by law or Exemption Certificate (form CE-200) if not required.
- B. Minimum General Liability requirements are as follows:
1. Bodily Injury - \$1,000,000 coverage per person and \$2,000,000 coverage per occurrence.
 2. Property Damage - \$150,000 for each occurrence and aggregate.
 3. The Town of East Hampton must be named as Additionally-Insured.

Said Certificate shall also contain a statement that in the event the certified insurance policy is to be canceled, not renewed or materially changed, thirty (30) days prior written notice shall be given to the Town Clerk and Building Inspector of the Town of East Hampton.

- C. Generally, no person shall engage in home improvement contracting, as defined herein, within the Town of East Hampton, unless he shall be insured to the extent of the minimum amounts provided for in the preceding paragraph of this section. A licensee, who for any reason loses such minimum coverage, shall immediately notify the Town Clerk of such loss of minimum coverage and shall forthwith surrender his Home Improvement Contractor's License to the Town Clerk, such license to be returned to said licensee upon submission to the Inspector of suitable proof of renewed coverage meeting the minimum standards hereof. Failure to maintain said coverage will provide grounds for revocation of the license pursuant to §156-15.



TOWN OF EAST HAMPTON

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DORINA KASSTRATI
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LYNN OVERTON
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Approved Continuing Education Courses for Contractors:

<https://www.osha.com/>

<https://www.ronblank.com/>

<https://www.360training.com/>

<https://www.zackacademy.com/>

<https://www.licensetobuild.com/>

<https://www.aecdaily.com/>

<https://www.nari.org/>