



SUFFOLK COUNTY DEPARTMENT OF LABOR, LICENSING & CONSUMER AFFAIRS

P.O. Box 6100, Hauppauge, NY 11788-0099 (631) 853-4600 FAX (631) 853-4825

REGISTRATION INSTRUCTIONS FOR THE BOARD UP INDUSTRY

1. Complete application and sign where indicated.
2. Attach a passport sized photo to the application.
3. Complete and sign *Applicant Background Information*.
4. Attach the following to the application:
 - A) A copy of the New York State Corporate filing receipt. Please provide a list of all four (4) corporate officers. (President, Vice President, Secretary & Treasurer) You can hold multiple offices.

OR

- B) If your business is a d/b/a/ provide a copy of the d/b/a certificate. (Available from the Suffolk County Clerk's Office in Riverhead. Call (631) 852-2000 for information)
- C) A copy of the applicant's NYS driver's license or NYS DMV non-driver photo I.D.
- D) Submit a certificate of liability and property damage insurance in the minimum amount of one hundred thousand dollars, (\$100,000.00) combined single limit. Certificate shall contain a statement that in the event the Certificate of Insurance is either cancelled, not renewed, or materially changes, fifteen (15) days prior notice shall be given. **SUFFOLK COUNTY DEPARTMENT OF LABOR LICENSING & CONSUMER AFFAIRS** must be listed as the certificate holder.
- E) Furnish proof of a License & Permit bond in the amount of ten thousand (\$10,000.00) dollars.
- F) A certificate of Worker's Compensation as required by New York State Law.
- G) Submit a non-refundable one hundred dollar (\$100.00) application fee by check made payable to Suffolk County Consumer Affairs. An additional check in the amount \$200.00 to cover the two (2) year registration should be included.

PLEASE NOTE SUFFOLK COUNTY LAW REQUIRES:

Identification cards are required for all salesmen other than the individual who subscribes his/her name to the application. Applications can be downloaded on our website or supplied upon request.

Board up businesses shall display their County registration number on all vehicles and identification used by employees.

Contractors holding a valid Suffolk County Home Improvement License shall be exempted from the registration requirements.



Steven Bellone
Suffolk County Executive

Frank Nardelli
Commissioner

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REGISTRATION FOR BOARD UP BUSINESS

Please Type or Print – Answer All Questions

Applicant's Name: Last _____ First _____ M.I. _____

Date of Birth: ____/____/____ Social Security #: _____

Privacy Act Statement

Pursuant to the Federal Privacy Act of 1974, as amended, the disclosure of Social Security numbers for applicants is mandatory and is required by 42 USCS § 666(a)(13), New York State General Obligation Law § 3-503, and Suffolk County Law § 563.5 and/or SCC 239, and/or sec 275-3A, and/or SCC 313-18A, and/or SCC 361-3A and/or SCC 391, and/or SCC 460-5, and/or SCC 483. Such numbers disclosed on the application are requested for the administration of Title IV-D of the Social Security Act (Child Support Enforcement Act) and related provisions of State law. Such numbers will be used by the Department of Labor, Licensing, & Consumer Affairs to facilitate application processing and to maintain a uniform system of identifying applicants.

Home Street Address: _____

Town: _____ State: _____ Zip: _____

Home Phone: _____ Fax: _____

Cell: _____ Email: _____

Business Name(s): _____

Business Street Address: _____

Town: _____ State: _____ Zip: _____

Business Phone: _____ Fax: _____

Cell: _____ Email: _____

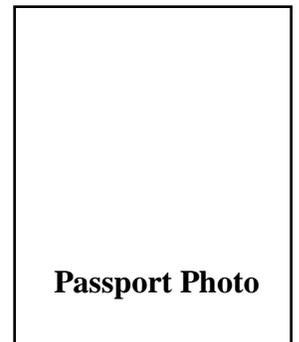
IMPORTANT: Note that your business telephone number listed here will be the key number by which people will be able to search the Consumer Affairs website to determine whether or not you have a valid registration. You must list this number correctly on business cards, contracts, advertising etc.

Additional Owners/Partners: ___Yes ___No If yes, list names and addresses.

Name Address

Name Address

Use reverse side for more



Passport Photo

REMIT APPLICATION FEE OF \$100.00 (NON-REFUNDABLE) MADE PAYABLE TO: SUFFOLK COUNTY CONSUMER AFFAIRS. THERE IS AN ADDITIONAL \$200.00 BIENNIAL REGISTRATION FEE.

Penal Law § 175.35: Offering a false instrument for filing in the first degree: A person is guilty of offering a false instrument for filing in the first degree when, knowing that a written instrument contains a false statement or false information, and with intent to defraud the state or any political subdivision thereof, he offers or presents it to a public office or public servant with the knowledge or belief that it will be filed with, registered or recorded in or otherwise become a part of the records of such public office or public servant. **Offering a false instrument for filing in the first degree is a class E felony.**

Signed: _____ Date _____

Steven Bellone
Suffolk County Executive



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Name Address

Chapter 517 Home Improvement and Repair

Article III Property Preservation Businesses

§ 517-18 Registration required; fees.

A. No board-up business shall operate within the County of Suffolk unless it has registered with the Department in accordance with the provisions of this section. The initial application fee for registration shall be \$100. Registration shall be filed biannually for a fee of \$200.

B. Each registrant must provide the following information and appropriate supporting documentation:

(1) The name of the board-up business.

(2) The principal address and the names of all owners of the business.

(3) Documents providing proof of public liability and property damage insurance, workers' compensation, and a surety bond.

C. No applicant for registration or renewal shall have any outstanding judgment for child support against him or her, or be in arrears in child-support payments as determined by official court records or official government records, at the time an application is filed for such registration or renewal. If an applicant has such a judgment against him or her, or is in such arrears, but is current in payments on a judicially approved, or Child Support Enforcement Bureau sanctioned, payment schedule to pay off or reduce such judgment or arrears, then such individual shall not be deemed ineligible for registration or renewal on the grounds of such judgment or arrears. At least 30 days prior to the expiration of a registration, the Office shall send a written notice to a registrant informing said registrant of his or her obligation to comply with the provisions of this section pertaining to compliance with child-support obligations. If necessary, a second written notice shall be sent by the Office to a registrant 60 days after the registration has lapsed, informing said registrant of his or her obligation to comply with the provisions of this section pertaining to compliance with the child-support obligations. In addition, the County Department of Social Services, through its Child Support Enforcement Bureau, shall notify all current noncustodial parents of the obligations contained herein.

D. The Department shall provide each board-up business which has complied with registration requirements a registration certificate and an identification card, which shall have a registration number and expiration date.

E. Board-up businesses shall display their County registration number on all vehicles and identification used by employees.

§ 517-19 Identification card for salesmen; fee.

A. It is unlawful for any salesman, other than the individual who subscribes his name to the application for a board-up business registration pursuant to the provisions of this article, to engage in any business on behalf of a board-up business without obtaining an identification card from the Department. A salesman shall obtain an identification card for each registered board-up business for which he or she is engaged.

B. The fee for an identification card or renewal thereof shall be \$100 biannually for each salesman. No fee shall be charged for an application for a salesman's identification card.

C. No identification card shall be issued unless a valid board-up business registration has been issued to the board-up business on whose behalf such salesman is engaged.

§ 517-20 Requirements.

A. Any registered board-up business shall conform to the standards of boarding and securing a property established by the federal Department of Housing and Urban Development, as attached hereto as Exhibit A,[1] when performing work.

[1] Editor's Note: Exhibit A is on file in the County offices.

B. Any person employed by or operating a board-up business shall stay behind fire lines established by a fire department or police department until authorized to cross by a police officer, the chief of a fire department or a fire marshal.

C. Any person employed by or operating a board-up business shall comply with orders or directives given by police, Fire Marshal, or fire department personnel while a fire scene remains active.

§ 517-21 Prohibited acts.

The following acts are prohibited:

A. Abandonment or willful failure to perform, without justification, any contract engaged in by a registrant.

B. Willful deviation from or disregard of contract specifications or estimates in any material respect without the consent of the contracting party.

C. Engaging in deceptive trade practices or unconscionable trade practices in the solicitation or procurement of a contract, or in the preparation of or performance of a work estimate or invoice, or in the collection of debts incurred for services.

D. Willful failure to comply with any lawful order, demand or requirement made by the Commissioner or the office or the local authorities having jurisdiction over the work being performed.

§ 517-22 Exempted operations.

A. Home improvement contractors duly licensed by the County of Suffolk pursuant to Chapter 563 of the Suffolk County Code or similarly licensed by the jurisdiction in which the board-up services are needed or being performed shall be exempted from the registration requirements and are authorized to engage in board-up services in compliance with the requirements set forth in this article. Home improvement contractors and their employees shall utilize their license number for identification purposes when at a location where board-up services are needed or being performed.

B. Municipal employees boarding up structures or otherwise performing board-up services in their official capacity as part of their job duties shall be exempted from the requirements of this article.

§ 517-23 Online registry.

The Department shall maintain an online registry of the registered board-up businesses which allows consumers to look up a business registration status.

§ 517-24 Authorization for filing complaints.

A. Complaints leading to investigation and penalties may be initiated by a consumer or any municipal entity which is present at locations where board-up services are needed or being performed. Any submission to the Department from a municipal entity indicating that a citation was issued to a board-up business or its agents for violation of this article shall be deemed sufficient for the opening of a complaint.

B. Complaints shall be filed with the Department and FRES. The Department and FRES shall notify one another upon receipt of a complaint to ensure appropriate communication.

§ 517-25 Penalties for offenses.

A. Any board-up business which violates any of the provisions of this article shall be subject to a civil penalty of no less than \$500 nor more than \$1,000 for each violation. Each action in violation of this article shall constitute a separate and distinct violation.

B. The Department is hereby empowered to revoke or deny a registration certificate to any board-up business which fails to file all required information, files falsified information or is found responsible for more than three violations during any registration period of two years. Any board-up business whose registration is revoked or denied may reapply after a period of two years.

C. Any civil penalty, revocation or denial of registration may only be assessed by the Commissioner following a hearing and opportunity for an alleged violator to be heard.

D. In addition to any civil penalties imposed by the Commissioner pursuant to this article, any person who shall conduct a board-up business requiring registration under this article without obtaining the registration therefor or who shall continue to engage in such business after having a registration revoked or denied shall be guilty of a misdemeanor and, upon conviction, shall be subject to a fine of not more than \$5,000 or imprisonment for up to one year, or both. Each such violation shall be deemed a separate offense.

§ 517-26 Enforcement.

This article shall be enforced by the Department of Labor, Licensing and Consumer Affairs.