

Septic Contractor Licensing Requirements

Implementation Date

Beginning April 1, 2002, each and every person who provides or offers to provide services as a Septic System Contractor in Westchester County shall have obtained a license from the Commissioner in accordance with the requirements of Article VIII, Section, 873.720. No person may provide or offer to provide services as a Septic System Contractor after April 1, 2002, without first having obtained such a license, except as may be authorized by the Commissioner pursuant to Section 873.722(C)(12), of Article VIII.

Application Requirements

Any individual who seeks to operate as a Septic System Contractor in Westchester County shall submit an application to the Commissioner on a form to be provided by the Commissioner, along with the initial non-refundable application fee. In addition, this individual shall also be required to participate in a Licensing Instruction Program developed and implemented by the Department.

As part of the Licensing Instruction Program, the Department holds courses and examinations two times a year, in the spring and fall. Any person, who has completed the application form and submitted the required application fee and Licensing Instruction Program fee, shall be eligible to participate in the next regularly scheduled License Instruction Program.

Licensing Instruction Program

The licensing process requires Septic System Contractors to participate in a training program, which shall include both course work and written examination. Course work will cover areas of septic system construction and installation, operations and

maintenance, repair, system rehabilitation and related topics. The specialized course work and training program is designed to prepare contractors for the qualifying written examination for the Septic System Contractors License. Each Septic System Contractor must pass the written examination relating to the subject matter covered by the course work, thereby certifying course content comprehension and acceptable levels of topical competency.

To facilitate implementation of the Septic System Contractor Licensing Law, the Department of Health will offer training and licensing instruction programs at least two times a year usually in the spring and fall.

Licensing

Upon successful completion of the Licensing Instruction Program, including successful completion of the examination to the satisfaction of the Commissioner and the payment of the biannual licensing fee, the Commissioner shall issue a license certificate to the individual, which shall indicate that the holder thereof is entitled to engage in the work or occupation of a Licensed Septic System Contractor.

All licenses shall expire two (2) years from the date of issuance. The licensed Septic System Contractor may seek renewal of its license by submitting a renewal application, on the form provided by the Department, to the Department not less than thirty (30) days in advance of the expiration date of the licensed Septic System Contractor's existing license. No person shall perform the service of a Licensed Septic System Contractor after the expiration of the license issued by the Department.

For more information on the licensing requirements and training course please contact Ms. Patty Tornello-Adams at 914-813-5139 or Natasha Court P.E. at 914 864-7332