NASSAU COUNTY LICENSING RESOURCES

Maintenance Contractors License

1. I perform only seasonal pool cleaning on designated routes in Nassau County, New York. Do I need a license?

Yes. [View who should be licensed in Nassau County, New York.]

2. What kind of license do I need?

You need a County Home Improvement Contractor’s License, commonly called a County Business License for seasonal contractors who perform pool cleaning on a designated route.

3. What is a license for pool maintenance?

The Nassau County Office of Consumer Affairs adopted regulations to amend the Home Improvement Contractors’ License Law to safeguard and protect the homeowner against abuses on the part of the Contractor engaged in the swimming pool business.

4. How do I get my license?

You must obtain a license from the Commissioner of Consumer Affairs

5. What are the requirements for this license?

All renewals of current Home Improvement Contractor’s Licenses that are on or after January 1, 2014 must provide proof that you have five (5) years experience OR you have obtained the Pool & Hot Tub Alliance’s (PHTA) Certified Maintenance Specialist (CMS) certification or other equivalent program, and submit your renewal registration fee of $400 at the time of your County License Renewal.

If you are a new company that does not currently hold a valid County Home Improvement License you must apply to the Commissioner for a County Home Improvement License and you must provide proof that you have five (5) years experience OR you have obtained the Association of Pool & Spa
Professionals’ (PHTA) Certified Maintenance Specialist (CMS) certification or other equivalent program and submit a registration fee of $400.

6. **How often do I need to renew my license?**

You must renew your license every two years from the date of issuance.

7. **I work for an out of county company who also does business in Nassau County. Do I need a license?**

Yes. You use the same process as regular in-county individuals.

8. **Do I only need one PHTA certified person in my company to meet requirements?**

Yes, your company files for the license, but it must be the owner or a principal that has the PHTA certification.

9. **Does the County send out renewal notices?**

Yes. Renewal notices are sent to you approximately 2 months before your expiration date.

10. **I don’t have an PHTA Certification and I do not have five years experience. How do I meet my education requirements to apply for my license?**

There are 2 ways to obtain the required education for the PHTA certification:

   1. Take an in-person certification course (PHTA Certified Maintenance Specialist or higher) offered through LIPSA, NESPA, any other NESPA chapter or PHTA.
   2. Take a correspondence course through PHTA/NESPA – To sign up for a correspondence course through PHTA follow this link.

For more information on PHTA certifications visit their website.

11. **I have my PHTA CMS certification. Must I maintain the PHTA certification to keep my Home Improvement Contractor’s- Seasonal Contractor’s license?**

Yes.

12. **How do I renew my PHTA Certification?**

You must renew your PHTA certification every three years. The renewal period ends December 31st. You should receive your renewal notice from PHTA in April of your renewal year, and monthly reminders are also sent before expiring. You are required to take at least twenty-four hours of approved industry continuing education over three years. These hours, plus a renewal fee must be submitted to PHTA. If you have questions please contact PHTA at 703-838-0083, ext 274.
13. Are there Nassau County continuing education requirements necessary to retain my license?

No, as long as you keep your PHTA certification current or have five years of experience in the trade.

14. Is there a fine for failing to register my company with the county?

Yes, a possible fine not to exceed $5000 and/or revocation of your County License.

15. I have my Home Improvement Contractor’s license, what are the requirements for displaying my license number?

License shall be posted and kept posted in conspicuous place in the business.

**Service Contractor’s License**

1. I perform pool and/or spa service and repair in Nassau County, New York. Do I need a license?

Yes. [View who should be licensed in Nassau County, New York.](#)

2. What kind of license do I need?

You need a County Home Improvement Contractor’s License, commonly called a County Business License to engage in repairing, servicing and/or maintaining equipment on swimming pools, permanent spas and/or portable spas.

3. What is a license for swimming pool repair and service?

The Nassau County Office of Consumer Affairs adopted regulations to amend the Home Improvement Contractors’ License Law to safeguard and protect the homeowner against abuses on the part of the Contractor engaged in the swimming pool business.

4. What are the requirements for a license?

You must provide proof that you or a principal of your company have obtained the Association of Pool & Spa Professionals’ (PHTA) Certified Service Technician (CST) or Certified Service Professional (CSP) and have five years of experience in the trade.

5. How do I become a licensed pool service business?

All renewals of current Home Improvement Contractor’s Licenses that are on or after January 1, 2014 must provide proof that you have five (5) years experience AND you or a principal of your company have obtained either the Association of Pool & Spa Professionals’ (PHTA) Certified Service Technician (CST) certification or Certified Service Professional (CSP) or other equivalent program and submit your renewal fee of $400 at the time of your County License Renewal.
If you are a new company that does not currently hold a valid County Home Improvement License you must apply to the Commissioner for a County Home Improvement License and you must provide proof that you have five (5) years experience AND you have either the Association of Pool & Spa Professionals’ (PHTA) Certified Service Technician (CST) certification or Certified Service Professional (CSP) or other equivalent program and submit a registration fee of $400.

6. Does the County send out renewal notices?

Yes. Renewal notices are sent to you approximately 2 months before your license expiration date.

7. Is there a fine for failing to register my company with the county?

Yes, a possible fine not to exceed $5000 and/or revocation of your County License.

8. I have my Home Improvement Contractor’s license, what are the requirements for displaying my license number?

License shall be posted and kept posted in conspicuous place in the business.

9. I work for an out of county company who also does business in Nassau County. Do I need a license?

Yes. You use the same process as regular in-county businesses.

10. Do I only need one PHTA certified employee in my company to meet requirements?

Yes, your company files for the license, but it must be the owner or a principal that has the PHTA certification.

11. My company holds a Home Improvement Contractors license for Repairing and Maintaining Pools (HIC). How often do I renew my license?

You must renew your license every two years from the date of issuance. The County will send renewal notices approximately 2 months prior to license expiration.

12. I don’t have a PHTA Certification. How do I meet my education requirements to get my Home Improvement Contractor’s Swimming Pool Servicing License?

There are 3 ways to obtain the required education for the PHTA certification:

- Take an in-person certification course for an PHTA CST or CSP, offered through LIPSA, NESPA, any other NESPA chapter or PHTA.

- Take a CST correspondence course through PHTA/NESPA – To sign up for a correspondence course through PHTA follow this [link](link).

- Take an PHTA CSP Prep Course and examination, offered through LIPSA, NESPA or PHTA.
Apply to PHTA to take the Certified Service Professional (CSP) or Certified Service Technician (CST) examination with proof of having earned 24 hours of specific technical industry education and 5 years of experience doing in the trade of pools and spas.

For more information on PHTA certifications visit their [website](#).

13. I have my PHTA certification. Must I maintain the certification to keep my license?

Yes

14. How do I renew my PHTA Certification?

You must renew your PHTA certification every three years. The renewal period ends December 31st. You should receive your renewal notice from PHTA in April of your renewal year, and monthly reminders are also sent before expiring. You are required to take at least twenty-four hours of approved industry continuing education over three years. These hours, plus a renewal fee must be submitted to PHTA. If you have questions please contact PHTA at 703-838-0083, ext 274.

### Pool Builders License

1. I build, construct and install pools and spas do I need a license?

Yes. The Nassau County Office of Consumer Affairs adopted regulations to amend the Home Improvement Contractors’ License Law to safeguard and protect the homeowner against abuses on the part of the Contractor engaged in the swimming pool business. [View who should be licensed in Nassau County, New York](#).

2. What is the definition of “swimming pool builder”?

It is any Home Improvement Contractor who engages in the building and installation of swimming pools and permanent spas over 24 inches in depth.

3. I only excavate for swimming pools. Do I need a license?

All Home Improvement Contractors must maintain a County License but subcontractors, depending on the scope of your services may not need to meet the special requirements for a pool builder’s license endorsement.

4. I only install portable hot tubs. Do I need a license?

No, but if you build permanent spas they are included in the law and require a license.

5. I only install above ground pools. Do I need a license?

Yes
7. I work in a company that has several employees that build pools. How many employees must have a license?

The company holds the license and only the owner or principal who applies for the license needs and has the certification. Everyone else in the company works under that license.

8. What are the requirements to get a pool builders license?

There are two requirements to get your pool builders license.

   a) Obtain the PHTA’ Certified Building Professional (CBP) designation or other certification approved by the Commissioner, and
   b) Demonstrate a minimum of five (5) years of experience in the building and installation of pools.

9. I have been building pools for less than 5 years. Do I qualify for the home improvement contractor’s pool builder’s license?

No, you must demonstrate a minimum of 5 years of experience.

10. How often must I renew my home improvement contractor’s Pool Builders License?

Yes. It is renewed every two years and you will have to show proof of your valid PHTA certification. Renewal notices are sent to you approximately 2 months before your license expiration date.

11. I don’t have an PHTA Certified Building Professional (CBP) Certification. How do I meet my education requirements to get my home improvement contractor’s Swimming Pool Building License?

There are 3 ways to obtain the required education for the PHTA certification:

   Take an in-person PHTA Pool and Spa Construction Course (PSCC) and CBP examination, offered through LIPSA, NESPA, any other NESPA chapter or PHTA.
   
   Take a CBP Prep Course online or in-person through LIPSA/PHTA/NESPA – To sign up for an online course through PHTA follow this link.

   Apply to PHTA Certified Building Professional (CBP) examination with proof of having earned 24 hours of specific technical industry education and 5 years of experience in the trade of pools and spas.

For more information on PHTA certifications visit their website.

12. Must I renew my PHTA Certification?

Yes. This certification renews every three years and you must demonstrate a minimum of 24 hours of continuing education in your industry.

13. How do I renew my PHTA Certification?
You must renew your PHTA certification every three years. The renewal period ends December 31st. You should receive your renewal notice from PHTA in April of your renewal year, and monthly reminders are also sent before expiring. You are required to take at least twenty-four hours of approved industry continuing education over three years. These hours, plus a renewal fee must be submitted to PHTA. If you have questions please contact PHTA at 703-838-0083, ext 274.

14. I have my PHTA certification. Must I maintain the certification to keep my County license?

Yes

15. Does the County send out renewal notices?

Yes. Renewal notices are sent to you approximately 2 months before your license expiration date.

16. Is there a fine for failing to register my company with the county?

Yes, a possible fine not to exceed $5000 and/or revocation of your County License.

17. I have my Home Improvement Contractor’s license, what are the requirements for displaying my license number?

License shall be posted and kept posted in conspicuous place in the business.