



Clinton County Health Department

133 Margaret Street, Plattsburgh, New York 12901-2926

“Working Together for a Healthier Community”

health.clintoncountyny.gov



Public Health
Prevent. Promote. Protect.

Environmental Health & Safety Division

Phone: (518) 565-4870

Fax: (518) 565-4843

CORPORATION OFFICER & PARTNER FORM

NAME OF FACILITY _____

NAME OF CORPORATION or LLC _____

(Use the name found on the website maintained by the New York State Department of State, Division of Corporations, http://www.dos.ny.gov/corps/bus_entity_search.html.)

NAME OF PARTNERSHIP _____

INSTRUCTIONS: This form must be completed for all Clinton County Health Department regulated facilities operated and/or owned by a corporation, limited liability company (LLC) or partnership. One form must be completed for each corporation, LLC or partnership involved in the operation or ownership of the facility. This form must be completed and submitted every year or each time there is a change in officers or partners.

Officers of Corporation; Members of LLC; or Partners:

NAME	TITLE	PERMANENT MAILING ADDRESS

Name, title, and address of the Responsible Corporate Officer for the facility or the managing partner that is responsible for the facility:

NAME	TITLE	PERMANENT MAILING ADDRESS

Are any of the officers, members, or partners presently involved in the operation or ownership of any other facility regulated by New York State or the Clinton County Sanitary Code?

Yes No If yes, please list the name(s) and the facility(ies) below:

NAME	FACILITY	FACILITY ADDRESS

Are you registered with the Clinton County Clerk’s Office? Yes No

Are you registered with the NYS Department of State? Yes No

Date Completed _____ Name of Preparer _____ Title of Preparer: _____

Signature _____ Telephone Number _____
(Responsible Corporate Officer or Managing Partner)

e-mail: _____

“Persons who have any physical mobility or other needs, call the telephone number above to arrange for accommodations”



INFORMATION REGARDING CORPORATION OFFICER, LLC MEMBER, AND PARTNERSHIP FORM

*****IMPORTANT*****

If your facility receives an operating permit from the Clinton County Health Department and your facility is owned/operated by a corporation, LLC or partnership, a duly authorized officer or representative must submit a certified copy of a resolution of the board of directors of the corporation or a certified copy of the operating agreement for the LLC authorizing the making of an application to operate.

If your facility is **owned and/or operated** by a corporation, LLC or a partnership (more than one person, excluding husband and wife), **all** officers, titles and addresses must be listed on the reverse of this form.

If your facility is issued a Clinton County Health Department Permit, a permit will not be issued for any corporation, LLC or partnership unless all officers, members, and partners are listed and a Responsible Corporate Officer or managing partner has been identified. The Responsible Corporate Officer is the officer or member who makes the majority of the day-to-day decisions about the operation of the facility and who makes decisions on how or when the facility will comply with applicable laws and regulations.

CORPORATIONS and LLCs

If you are operating under a corporation or company name, you must be registered with the NYS Department of State regardless of whether your corporation or company is registered in another state. Please contact the NYS Division of Corporation, State Records and UCC, One Commerce Plaza, 99 Washington Avenue, 6th Floor, Albany, NY 12231-0001; (518) 473-2492, <http://www.dos.ny.gov/about/contact.asp?DCODE=CORP>

The New York Department of State will notify the Clinton County Clerk of all registered Corporations.

PARTNERSHIPS

For facilities operating as a partnership, you must have a DBA (**D**oing **B**usiness **A**s) Partners Certificate. This must be on file with the Clinton County Clerk's Office.

DBA FOR INDIVIDUALS

If you operate your facility under a business name or an assumed name (i.e., Jim's Tavern, Jim's Pool, etc.....) and not as a corporation, LLC or partnership, you are required to have a DBA Individual's Certificate on file with the Clinton County Clerk. The Clinton County Clerk's address is:

137 Margaret Street
Plattsburgh, NY 12901
(518) 565-4700

PLEASE NOTE: All Corporations, LLCs, partnerships, or DBA Individual Certificates must be registered with the appropriate agency as outlined in Article 9B, Section 130 of the NYS General Business Law. **It is a misdemeanor for people or persons to carry on, conduct, or transact businesses who knowingly fail to comply with Section 130.**

It is your responsibility to register your facility with the appropriate agency.