



Town of North Hempstead

Department of Building, Safety
Inspection & Enforcement

210 Plandome Road
P.O. Box 3000
Manhasset, NY 11030
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AFFIDAVIT FOR CHANGE OF LICENSED CONTRACTOR

I, _____, being duly sworn declare that I am Owner
(Owner)

of _____
(Street Address)

Section _____ Block _____ Lot _____ That the permit # _____ was

Issued under License # _____ issued to _____
(Name of Licensed Contractor)

And now wish to change from the aforesaid Licensed Contractor to

_____ who holds License # _____
(Name of New Licensed Contractor)

And that I have attached hereto his building application to do work under the above
Permit.

Owner _____ New Contractor _____

Signature _____

Signature _____

Sworn to before me the _____ day

Sworn to before me the _____ day

Of _____, 20 _____

Of _____, 20 _____

Notary Public

Notary Public

TOWN OF NORTH HEMPSTEAD

INSURANCE AND LICENSE REQUIREMENTS FOR A PERMIT

The Town of North Hempstead, Nassau County, and the State of New York, require that no building permit may be issued until all current insurances and license information is presented for each permit.

FOR ALL CONTRACTORS: FOR EACH PERMIT (before permit issuance), we require a copy of your current **Nassau County Home Improvement License** (this Nassau license is not necessary for commercial jobs or new home construction. Plumbers or Electricians need a copy of their current license), a copy of your liability insurance, NYS Disability Insurance, and NYS Worker's Compensation Insurance. All three insurances must list the "Town of North Hempstead, 210 Plandome Road, Manhasset, NY. 11030", as the "Certificate Holder" or "additional insured" on each insurance policy.

For a **HOMEOWNER** serving as his own general contractor, a **BP-1 form** may be sufficient as described below.

For a demolition permit, a Nassau County Home Improvement License is required unless the entire foundation is removed and a NEW C/O will be issued.

- **STAND-ALONE PERMITS** (such as plumbing, signs, fences; not connected to building projects, where there is a short review process must have all insurances attached at time of application submittal, or they will not be accepted). Although the Town keeps computer records, records do not always reflect current coverage, so we require copies of all insurances at time of permit application to prevent any unnecessary delays. For submittals that will take longer to review (such as an addition or new home), insurances may be submitted just before a permit is issued.

Liability insurance is usually submitted on a standard "Acord" form. Some other forms may be acceptable. (Please note: by New York State Law, we can not accept NYS Disability and NYS Worker's Compensation coverage on the Acord form). What we can accept is stated below:

NEW YORK STATE INSURANCE REQUIREMENTS

The Workers' Compensation Law requires that before a New York State or municipal agency, department, board, commission or office issues any permit or license, they must be provided with the completed forms as shown below prior to permit issuance. This applies to all businesses with employees.

- 1) **Form BP-1 (12/08)** Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, **Owner occupied Residence** (This is the **ONLY** form available from the Town of North Hempstead). This form is used by a homeowner who will be doing most of the permit work himself, with no or minimal assistance of up to a total of 40 man-hours per week. This form must be signed and notarized.
- 2) **Form CE-200** from **Group A** attesting to no need for either or both Workers Compensation and Disability Benefits Coverage (Note: If the CE-200 form does not exclude BOTH Workers Compensation and Disability Benefits Coverage you must supply a form from Group B and/or C that proves you have the coverage not exempted by the CE-200). This CE-200 form must be submitted with a specific site address for each permit, and the expected duration of the job. The form must have an original signature and date. No copies of this form will be accepted. If the CE-200 is not used or only partially used, then see #3 below
- 3) A form from either or both **Group B and Group C** (which has not been exempted by the CE-200 form).

The **ONLY** ACCEPTABLE forms are as follows:

Group	Form No.	Description
A	CE-200	Certificate of Attestation For New York Entities With <u>No</u> Employees and Certain Out of State Entities That New York State Worker's Compensation and/or Disability Benefits Insurance Coverage is Not Required.
B	C-105.2 (9-07)	Certificate of Worker's Compensation Insurance
B	SI-12 (10/03)	Certificate of Worker's Compensation Self Insurance
B	GSI-105.2 (2/02)	Certificate of Participation in Worker's Compensation Group Self Insurance
B	U-26.3	New York State Insurance Fund Certificate of Work's Compensation Insurance (For demolition work, this form <u>must</u> state that demolition coverage is included)
C	DB-120.1 (5/06)	Certificate of Disability Benefits Insurance
C	DB-155 (1/98)	Certificate of Disability Benefits Self-Insurance

Effective September 9, 2007, all out-of-state employers with employees working in New York State are required to carry a full, statutory New York State workers' compensation insurance policy. An employer has a full, statutory New York State workers' compensation insurance policy when New York is listed in Item "3A" on the Information Page of the employer's workers' compensation insurance policy. It may be appropriate to contact your insurance broker, carrier or agent, check with your trade association, or conduct additional research to find the most appropriate insurance coverage for your company. In addition, a New York State workers' compensation policy may be obtained from the New York State Insurance Fund by calling 1-888-875-5790 and a disability benefits insurance policy may be obtained from the New York State Insurance Fund by calling 1-866-697-4332.