



## DEPARTMENT OF BUILDINGS APPLICATION FOR CONTRACTOR'S LICENSE

### APPLICATION FOR NEW OR RENEWAL RECIPROCAL CONTRACTOR'S LICENSE

#### 1 YEAR LICENSE (THROUGH 2024)

Please be advised that license applicants must meet the listed requirements at the time of initial application, at the time of renewal application filing, and at the time of each permit issuance.

#### License Application Requirements:

1. Enclosed application, completed and notarized. (Incomplete forms will not be accepted)
2. Current Certificate of Workers Compensation Insurance or exempt forms and a Certificate of Disability Benefits Insurance. (See reverse side of sheet for forms that are accepted, ACORD FORMS ARE NOT ACCEPTED FOR WORKERS COMPENSATION).
3. Certificate of Liability Insurance naming the Incorporated Village of Floral Park as additional insured in the amount of \$1,000,000.00 for General Liability.
4. Copy of current Nassau County Consumers Affairs License (For Residential Properties Only).
5. Self-addressed stamped envelope for delivery of license.
6. Check for the 1-year fee in the amount of \$50.00 (New), \$50.00 (Renewal) made out to the Incorporated Village of Floral Park.

Submit package via mail to:  
Incorporated Village of Floral Park  
Building Department  
One Floral Boulevard, PO Box 27  
Floral Park, NY 11002

Or hand deliver to:  
Incorporated Village of Floral Park  
Building Department  
One Pool and Garage Road  
Floral Park, NY 11001  
(GPS Location: 124 Stewart Street)

**\*Note: Upcoming renewal packages will be sent exclusively via email and posted on the Village website, a valid email address for communication is required.**



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**WORKERS' COMPENSATION & DISABILITY BENEFITS  
COMPLIANCE REQUIREMENTS**

**The applicant must provide proof to the Incorporated Village of Floral Park of Workers' Compensation and Disability Benefits compliance using only the following forms, ACORD forms are not acceptable:**

- Workers Compensation Certificate
  - C-105.2 – Certificate of Workers' Compensation Insurance OR
  - SI-12 – Certificate of Workers' Compensation Self-Insurance Affidavit OR
  - SIG-105.2 – Certificate of Group Workers' Compensation Self-Insurance

**AND**

- Disability Benefits Certificate
  - DB-120.1 – Certificate of Disability Benefits Insurance OR
  - DB-155 – Certificate of Disability Benefits Self-Insurance

**OR**

- Exempt Form (applicant may submit one form for both WC & DB)
  - CE-200 (NYS Certificate of Attestation of Exemption) - any entity with no employees

For questions concerning the Workers Compensation & Disability Benefits, or to request copies of the mentioned forms, contact the Workers' Compensation Board at 877.632.4996 or online at [www.wcb.ny.gov](http://www.wcb.ny.gov).

Any questions, please contact the Building Department at 516.326.6319 or  
FPBuildings@FPvillage.org



**DEPARTMENT OF BUILDINGS  
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<b>CONTRACTOR'S LICENSE</b>	
License Number	
Commercial Only	
Issue Date	
Expiration Date	
Receipt Number	

Date: \_\_\_\_\_

Please check one:

- New License (\$50 Fee)
- License Renewal (\$50 Fee) Existing Floral Park License No. \_\_\_\_\_

Please check one:

- Nassau County Consumer Affairs License No. \_\_\_\_\_
- OR-
- License will be used for Commercial properties only.

The undersigned does hereby apply for a Contractor's license for the period ending December 31, 2024.

I hereby affirm under the penalties of perjury that the above applicant and/or application will comply with Article 36 of the New York State General Business Law respecting underground facilities, and will comply with the Industrial Code Rule 56 regarding asbestos and the EPA Lead Renovation, repair and painting rule for any project within the Incorporate Village of Floral Park. (A summary of these rules has been provided within the affidavit of excavation or demolition on the reverse page of this application)

Name of Applicant: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address (Required): \_\_\_\_\_

Signature: \_\_\_\_\_

STATE OF NEW YORK )

SS.:

COUNTY OF )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came \_\_\_\_\_, to me known and known to me to be the person described in and who executed the foregoing instrument and he/she acknowledged to me that he/she executed the same.

\_\_\_\_\_  
Notary Public



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### **AFFIDAVIT OF EXCAVATION OR DEMOLITION**

#### **ARTICLE 36 NEW YORK STATE GENERAL BUSINESS LAW**

Article 36 of the New York State General Business Law requires that no excavator shall commence or engage in any excavation or demolition unless and until timely notice is served of the location and date of the proposed excavation or demolition as provided in article 36 to operators who maintain underground facilities in the area in which the excavation or demolition is to take place. The provision of such notice to a one-call notification system is deemed to be compliance with this section; and notice to the one-call notification center is notice to each member. Such notice shall be served in accordance with the rules and regulations adopted by the public service commission pursuant to section one hundred nineteen-b of the public service law.

By law, excavators and contractors working in New York City and Nassau & Suffolk Counties on Long Island must contact New York 811 at least 2 full business days, not including the day of contact, prior to digging.

#### **INDUSTRIAL CODE RULE 56**

Pursuant to Industrial Code Rule 56, prior to demolition or disturbance, notification is to be made in the appropriate form to the New York State Department of Labor Asbestos Control Bureau regarding any asbestos removal, disturbance, encapsulation or required asbestos surveys before commencing any work.

#### **EPA LEAD RENOVATION, REPAIR AND PAINTING RULE**

The US Environmental Protection Agency (EPA) mandates that any contractor or worker who performs renovation in a pre-1978 apartment, school or facility (including private homes) must be trained and certified in EPA Renovation, Repair, and Painting (RRP). Anyone who is paid to perform work that disturbs lead-based paint in homes, child-care facilities and pre-schools built before 1978 must be certified. This may include, but is not limited to, residential rental property owners, general contractors, painters and special trade contractors (such as, plumbers, carpenters, and electricians).