

Department of Code Enforcement  
Village of Black River, New York



## ROOFING PERMIT APPLICATION CHECKLIST

### Instructions

1. This application must not be completed in pencil.
2. No work shall begin until the permit is issued. The submission of the application does not give consent for any work to begin.
3. If work is done by a contractor, proof of Workers Compensation Insurance is required. The proof must be submitted on Form U-26.3 or C-105.2. The Village of Black River must be named as an additional insured. (An ACCORD form will not be accepted as proof of insurance.) Under certain circumstances a CE-200 Exemption Form will be accepted.
4. If work is to be done by the owner, a CE-200 Exemption Form can be obtained online at the following website.  
[http://www.wcb.ny.gov/content/ebiz/wc\\_db\\_exemptions/requestExemptionOverview.jsp](http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp)
5. Proof of Liability Insurance must be submitted. The Village of Black River must be listed as an additional insured. (An ACCORD Form is acceptable proof for this insurance.)
6. Any project which involves breaking ground is required to call Dig Safe NY at 811 prior to the issuance of the permit.
7. The applicant is responsible to comply with all state and federal regulations. The Village may require written proof that you have contacted all state and federal agencies.

**Please Note: The Village may take up to 30 days to administratively review and issue permits.**

**Department of Code Enforcement  
Village of Black River, New York  
Roofing Permit Application**

**Permit Fee: \$34.50**

Effective 02/01/2021 - This form replaces all other forms

**The Village may take up to 30 days to review and issue permits.**

**Permit must be issued prior to starting any work.**

| Property Information |  |
|----------------------|--|
| Street Address       |  |
| City ST ZIP Code     |  |
| Tax Map ID #         |  |

| Property Owner   |  |
|------------------|--|
| Name             |  |
| Street Address   |  |
| City ST ZIP Code |  |
| Home Phone       |  |
| Cell Phone       |  |
| E-Mail Address   |  |

| Contractor Information | Do You Employ Workers | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------|-----------------------|------------------------------|-----------------------------|
| Name                   |                       |                              |                             |
| Company Name           |                       |                              |                             |
| Street Address         |                       |                              |                             |
| City ST ZIP Code       |                       |                              |                             |
| Work Phone             |                       |                              |                             |
| Cell Phone             |                       |                              |                             |
| E-Mail Address         |                       |                              |                             |

**SUBMIT WITH APPLICATION (VILLAGE OF BLACK RIVER NAMED AS ADDITIONAL INSURED)**

CERTIFICATE OF LIABILITY INSURANCE (Accord Form#25)

CERTIFICATE OF WORKERS' COMPENSATION (Form U-26.3 or C-105.2 (Not an Accord Form) or CE-200 Exemption Form)

**Department of Code Enforcement  
Village of Black River, New York  
Roofing Permit Application**

**Roofing:**             Total tear off     Total tear off & Re-sheathing     Partial tear off             Overlay only

**Roofing Materials:**

- Asphalt shingles     Tile                             Metal                             Slate  
 Wood shingles     Metal shingles             Built up/ Flat             Other \_\_\_\_\_

**Weight (in lbs. per square foot):** \_\_\_\_\_ **Wind Rating (where applicable)** \_\_\_\_\_

**# Squares (Area in 100 sq. ft.):** \_\_\_\_\_

**Roof pitch (flat\*, 1/12, 5/12):** \_\_\_\_\_ **\*Roofs must have a minimum slope of 1/4 inch per foot.**

**Deck material (if applicable):** \_\_\_\_\_

**Project Description**

Describe the project for which you are planning

Estimated Construction Cost \$ \_\_\_\_\_

**Applicant Attestation**

I understand that submittal of a building permit application is not an authorization to proceed with the proposed project and the application is correct to the best of my knowledge. I also understand that pending the review of the application and submittals, modifications may be required to the construction documents in order to comply with New York State Building Codes and Village of Black River Zoning and Planning requirements.

\_\_\_\_\_  
**Owner Signature (Required)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant Signature  
(Required if Different than Owner)**

\_\_\_\_\_  
**Date**

**OFFICIAL USE ONLY**

**PERMIT NO.:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**FEE:** \_\_\_\_\_

**MAKE CHECKS PAYABLE TO:  
"Village of Black River"**



# Certificate of Attestation of Exemption (CE-200)



NEW YORK  
STATE OF  
OPPORTUNITY

Workers'  
Compensation  
Board

While New York Business Express is designed and developed to support business formation in New York, individual homeowners can file their exemption here as well!

## Follow these steps:

1. Go to [businessexpress.ny.gov](http://businessexpress.ny.gov).
2. Select **Log In/Register** in the top right-hand corner.  
A NY.gov Business account is required, even though you are an individual.
3. If you do not have a NY.gov business account, go to step 4 to set up your account.  
If you have a NY.gov login and password, go to step 14.
4. Select **Register with NY.gov** under New Users.
5. Select **Proceed**.
6. Enter the following:
  - First and last name
  - Email
  - Confirm email
  - Preferred username  
(check if username is available)
7. Select **I'm not a robot**.  
You may have to complete a Captcha verification before proceeding.
8. Select **Create Account**.  
If you already have a NY.gov account, the screen will display your existing accounts, either Individual or Business.
8. **(Continued)**  
Do one of the following:
  - If the account(s) shown is a NY.gov Individual account, select **Continue**.
  - If the account(s) shown is a NY.gov Business account, select **Email Me the Username(s)**.
9. Verify that the account information is correct.
  - Select **Continue**.
10. An activation email will be sent.  
If you do not receive an email, see the **No Email Received During Account Creation** page.
11. Open your activation email and choose **Select Here**.
  - Specify three security questions.
  - Select **Continue**.
12. Create a password (must contain at least eight characters).
13. Select **Set Password**. You have successfully activated your NY.gov ID.
14. Select **Go to MyNy**:
  - At the top of the screen, select **Services**.
  - Select **Business**.
  - Select **New York Business Express**.
  - Select **Log in/Register**.

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# Certificate of Attestation of Exemption (CE-200)



Workers'  
Compensation  
Board

15. On the New York Business Express home page, scroll down to Top Requests:
  - Select **Certificate of Attestation of Exemption** or
  - Search Index A-Z for **CE-200**.
16. Under **How to Apply**:
  - Select **Apply Online as Homeowner**.
17. At the **Entity Type** screen:
  - Select **Individual (Sole Proprietor)**.
  - Select **Save & Continue**.
18. At the **Business Identification** screen:
  - Enter your name and Social Security Number.
  - Select **Save & Continue**.
19. At the **Business Physical Location** screen:
  - Enter your home address.
  - Select the **This is Also my Mailing Address** button, if applicable.
20. At the **Additional Physical Locations** screen:
  - Select **Save & Continue**.
21. At the **Mailing Address(es)** screen, your mailing address will appear.
  - Select **Save & Continue**.
22. At the **Business Industry Classification** screen, **814110 Private Households** for principal NAICS code is the default. No secondary NAICS code necessary.
  - Select **Save & Continue**.
23. At the **Sole Proprietor/Owner** screen, enter the remaining blank fields. Some information has been provided for you.
  - Validate address.
  - Select **Save & Continue**.
24. At the **Workers' Compensation and Disability and Paid Family Leave** screen, answer these questions:
  - Do you have New York Workers' Compensation Insurance?
  - Do you have New York Disability and Paid Family Leave Benefits Insurance?
  - Select **Save & Continue**.
25. At the **Permit, License, or Contract Information** screen:
  - Select **Building, Electrical or Plumbing Permit**.
  - Issuing Agency — Enter the Town, City, or Village Building Department.
  - Select **Save & Continue**.
26. At the **Workers' Compensation Exemption Reason** screen, select the appropriate exemption reason. If **Fair Play** exemption is selected, an additional screen will display criteria to review. Check the box **I understand**.
  - Select **Save & Continue**.
27. At the **Disability and Paid Family Leave Exemption Reason** screen, select the appropriate exemption reason.
  - Select **Save & Continue**.
28. Review the **Application Summary**.
29. **Attest & Submit**.

**You will receive an email when your certificate has been issued. To view your certificate:**

- Select **Access Recent Activity** from your email, or access [businessexpress.ny.gov](http://businessexpress.ny.gov) and then access your **Dashboard** (under your login name on right).
- Print and sign the **Certificate of Attestation of Exemption**.
- Submit your **CE-200** for your license, permit or contract to the issuing Agency.

**Questions? Call the NYBE Contact Center: (518) 485-5000.**