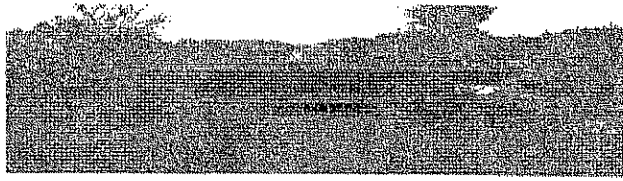


Board of Trustees  
Village of Black River, New York



APPLICATION FOR A BUILDING AND/OR ZONING PERMIT

Instructions

- A. This application must be completed in ink or typewritten.
- B. A plot plan of the project must be submitted with the application showing property lines, lot size and distances to the project. **Before permit can be issued you must call Dig Safely NY at 811 and establish the location of any utilities on your property.**
- C. A complete set of plans showing the construction work must be submitted, showing structural details, mechanical and sewer connection layout, electrical, plumbing and any other information that may be required to make a determination that the project meets the Village Codes.
- D. No work shall begin until the application is approved.
- E. Upon approval of this application, a zoning or building permit will be issued.
- F. No building shall be occupied in whole or part until a certificate of occupancy has been issued.
- G. If this project does not meet the zoning code you may be required to apply for a variance.
- H. Proof of Workers Compensation Insurance if work is done by a contractor.
- I. 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.
- J. **Please note: The Village has 30 days to administratively review and issue permits.**

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

Job Site Address \_\_\_\_\_

Name of Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Tax Parcel # \_\_\_\_\_

Phone Number Day \_\_\_\_\_ Night \_\_\_\_\_ Cell \_\_\_\_\_

Date of Application \_\_\_\_\_ Construction Value \_\_\_\_\_

Type of Permit Requested:    \_\_\_\_\_ New Building                    \_\_\_\_\_ Addition  
\_\_\_\_\_ Demolition                    \_\_\_\_\_ Alteration                    \_\_\_\_\_ Renovation  
\_\_\_\_\_ Swimming Pool                    \_\_\_\_\_ Fence                    \_\_\_\_\_ Porch/Deck  
\_\_\_\_\_ Driveway                    \_\_\_\_\_ Modular Home                    \_\_\_\_\_ Solid Fuel Burning Device  
\_\_\_\_\_ Roof                    \_\_\_\_\_ Other (Please List) \_\_\_\_\_

Contractor Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Name of Compensation Carrier for Contractor \_\_\_\_\_

Policy Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name of Architect \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

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**Do Not Write in Space Below**

Permit Fee Amount \_\_\_\_\_

Permit Number \_\_\_\_\_ Issued on \_\_\_\_\_

Expires on \_\_\_\_\_ Application Number \_\_\_\_\_

Date Permit Refused on \_\_\_\_\_ Reason \_\_\_\_\_

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Date Sent to Planning Board \_\_\_\_\_

Date Sent to Zoning Board of Appeals \_\_\_\_\_

Conditions of Planning Board \_\_\_\_\_

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Conditions of Zoning Board of Appeals \_\_\_\_\_

Inspectors Signature \_\_\_\_\_

Date \_\_\_\_\_



# 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**.

*Continued on page 2*

# 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.**