

Contractor Information Form Instructions

No Permit will be released until the Contractor Information Form, correctly completed by all interested parties, the Certificates of Insurance, labeled exactly as specified, and the Home Improvement License, when applicable, are submitted to the Department of Buildings.

For more information and sample of documents, check our web site at CMVNY.COM/BUILDINGS

1. For work to be performed by a General Contractor:

- Contractor Information Form: Parts A, B, and C must be completed. Part B must be completed by the General Contractor. Part C must be completed by the owner, or the applicant whose name appears on the permit application.
- Contractor's Certificates of Insurance:
Original certificates only- no photocopy or facsimile shall be accepted. The **Department of Buildings** of the City of Mount Vernon shall be named **certificate holder** on each certificate.
 1. Liability insurance certificate, naming the **City of Mount Vernon as additional insured**, and listing the location of the work.
The minimum coverage shall be \$50,000.00 / \$100,000.00 for personal injury, and \$5,000.00 / \$25,000.00 for property damage. No deductible is permitted.
There should be provision for ten days notice for changes in policy or cancellation.
 2. Workers Compensation certificate: form **BP-1, SI-12, U-263, C-105.2** or **GSI-105.2**.
 3. Disability insurance certificate: form **DB 120.1** or **DB 155**.
 4. A waiver from the Worker's Compensation Board, form **WC/DB-100** or **WC/DB-101**, may be submitted in lieu of Worker's Compensation and disability insurances, if:
 - a) the contractor will **not** employ any help at any time to perform work under this permit, or
 - b) the contractor sub-contracts all the work. The contractor shall then submit the name of all the sub-contractors who will be contracted to perform work under this permit and a copy of their Worker's Compensation and disability insurance certificates.

Note that for demolition, the certificates of liability and Worker's Compensation insurance shall specifically certify coverage for demolition work.

- Mount Vernon Home Improvement License certificate for work to be performed on a one-, two-, three- and four-family residential buildings.

2. For work to be performed by the home owner of an owner-occupied one-, two-, three- and four- family residence:

- One completed Contractor Information form: Parts A and D must be completed by the **owner** of the property.
- Certificate of homeowner insurance for the premises, naming the **City of Mount Vernon as additional insured** and the **Department of Buildings** of the City of Mount Vernon as **certificate holder**.
- Proof that the owner resides at the premises.

Additional Information

a- Plumbing and electrical work must be filed **separately** by a licensed plumber and electrician **after** the issuance of the permit for which this application is submitted.

b- You must contact the Building Inspector listed on your permit to establish a schedule of inspections **before** commencing work.

An inspection request form will be attached to your permit.

c- The permit must be closed at completion of work. Your Building permit will list which certificate you must apply for to close your permit. No permit may be closed if you have not **requested and passed** the **required inspections** and **applied** for the appropriate **certificate**.

Use the correct type of application to avoid delay in the processing of your permit application:

Building permit: for all type of work except as listed below.

Demolition Permit: for all type of demolition.

Equipment Permit: for installation, removal, replacement and repair of mechanical equipment, tanks, fire detection system, fire suppression system, etc...

Reapportionment & Subdivision: to alter existing lots or create new ones.

Amendment: change of contractor, extension of permit, and minor changes in the scope of work of a current permit.