



CONTRACTOR INFORMATION FORM

See instructions. Print clearly.

Application No _____ Taken by _____ Date filed _____ Permit N° _____

PART A- GENERAL INFORMATION

The APPLICANT is the PERSON who will sign the applicant's affidavit. The applicant may be the owner or a duly authorized agent. If the owner is a corporation, the name of the corporation IS the name of the owner.

1. Location of work (address): _____
Map page _____ Block _____ Lots _____ Zone _____

2. Applicant's name: _____ tel.: _____ fax: _____
Address: _____ city/state/zip: _____
e-mail: _____

3. Construction company name: _____
Permit holder's name: _____ Title: _____
Business phone: _____ fax: _____ Cell phone: _____
Address: _____ city/state/zip: _____
e-mail: _____

PART B- CONTRACTOR'S AFFIDAVIT

State of New York
County of Westchester} ss.:

_____ being duly sworn, deposes and says: that he/she is the
Name of permit holder -Printed
Permit Holder, duly authorized by the owner of the property, to perform the work proposed under this permit; and,

That the work will be performed in accordance with the New York State Uniform Fire Prevention and Building Code, the City of Mount Vernon Building and Zoning Codes, and all other applicable law, codes and regulations whether or not shown on the permit, the construction documents and/or specifications; and that he assumes responsibility for all acts and work performed by Sub-Contractors, Laborers and Material men in connection with the work performed.

The undersigned further states that he/she will obtain any permit or approval required from other City, County, State and/or Federal agency, as may be required for the completion of the work to be performed under this permit; and

The undersigned also states that he/she will adhere to, and comply with, all construction and demolition safeguards and regulations enforced by the City, County, State and/or Federal government whether or not specifically listed in the permit or the construction documents.

Sworn to before me this _____
Day of _____ 20 _____

Signature of Permit Holder

Signature of Notary-Commissioner of Deeds

PART C-APPLICANT'S AUTHORIZATION

State of New York
County of Westchester} ss.:

_____, hereby states that _____
Name of Applicant- Printed-Footnotes 1 & 2. *Name of Owner- Printed-Footnote 1.*
is the owner of the property, and that he/she authorizes the contractor named in this document to perform the work proposed under this application.

Sworn to before me this _____
Day of _____ 20 _____

Signature of Applicant

Signature of Notary/Commissioner of Deeds

- 1. If the owner is the applicant, he/she shall print his/her name as both where requested, and sign as applicant.
- 2. If the owner is a Corporation, the applicant shall be a principal of the Corporation or a duly authorized agent.
- 3. The applicant shall be the applicant who applied for the permit to which this form applies.

PART D- AFFIDAVIT OF OWNER PERFORMING THE WORK

FOR WORK TO BE PERFORMED ON A RESIDENCE WITH 4 OR LESS DWELLING UNITS BY THE OWNER WHO RESIDES AT SAID RESIDENCE

State of New York
County of Westchester} ss.:

_____, being duly sworn, deposes and says: that he/she is the owner
(Owner's name- Printed)
of the property to which this application applies, that he/she resides at the premises, and that he/she is not required to show specific proof of Worker's Compensation insurance coverage because he/she will be performing all the work proposed in the subject application, and will not hire, pay or compensate in any way the individuals that may help perform the work;

The undersigned also agrees to acquire appropriate insurance coverage as required for any contractor performing work in the City of Mount Vernon, N.Y., if he/she decides to hire or pay individuals to perform the work;

The undersigned further states that he/she assumes responsibility for all acts and work performed by him or any individuals helping to perform the work, and that the City of Mount Vernon is hereby free and clear of any and all claims incident to contracting work done by him/her and any individuals helping to perform the work.

Sworn to before me this _____
Day of _____ 20 _____

Signature of Owner

Signature of Notary/Commissioner of Deeds

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 Westchester Home Improvement License, as 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, except that certificates for worker's compensation and disability insurance may be faxed directly to the Department of Buildings by the Worker's Compensation Board. 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. Worker's Compensation insurance 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; **CE-200** form, 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.

- Westchester Home Improvement License certificate for work to be performed on an existing one-, two-, three- and four-family residential building.

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

- 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.

