Attention Demo Permit Holder

STOP WORK NOW!
BEFORE YOU START READ THE DIRECTIONS BELOW!

All buildings being demolished in the municipal water and sewer district must have the water and sewer lines sealed off and inspected by the Sewer Dept. prior to demolition start.
Failure to ensure compliance for this mandatory inspection will result in an appearance ticket being issued and you will be required to re-dig the site to confirm compliance.

Sewer Dept. Phone – 845-434-6320
PERMIT FOR BUILDING REMOVAL

BP #: ___________________ Tax Map #: ___________________ Date ______________

Physical Address Of Building To Be Removed:

__________________________________________________________________________

Hamlet: ___________________ Building Type: ___________________

Where Material Is Being Disposed Of:

[ ] Sullivan County Landfill [ ] On Site Burial [ ] Other ______________________

How Is It Being Transported Off The Site?

[ ] Containers [Company name] __________________ Phone # __________________

[ ] Dump Truck [must be tarped when transporting] Hauler ______________________

Property Owners Name __________________ Phone # __________________

Property Owners Address ________________________________________________

Owners Signature or Dated Proxy Required _________________________________

Demo contractors name _________________________________________________

Demo Contractors Address _______________________________________________

Demo Contractors Office # ___________________ Cell # _______________________

All Demo Permit Applicants Are Required To Have Water/Sewer Dept. Sign Below
Prior To Demolition Or Issuance Of This Permit.

Authorizing Signature _____________________________________ Date ___________

Title __________________ Conditions ________________________________

YOU MUST TAKE A PICTURE OF THE BUILDING PRIOR TO THE REMOVAL
OWNERS PROXY

(Owner) ________________________ deposes and states that he/she resides at:

__________________________________________

And that he/she is the owner of the premises described in the attached application for a building permit/zoning application/planning board application and further states that he/she has authorized __________________________ to make said application, secure any necessary permits and approvals, call for inspections, and request a certificate of occupancy upon satisfactory completion of the work described in said application.

Date: ____________________________

Owners Signature

Witness’ Signature
Code Enforcement and DPW Permit Tracking Form
Required DPW Permits must be obtained prior to Issuance of Building Permits

Code Enforcement Use: __________________________
Date: __________________________

Name: __________________________

Address of Work: __________________________

Section: _______  Block: _______  Lot: _______

Description of work being done: __________________________

Will NEW construction involve underground water or sewer connections? □ No or □ Yes - □ Water  □ Sewer

Site Plan: __________________________

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DPW Office Use
Existing I & I Violation: □ Yes  □ No

Check Boxes for Required Permits: □ Water  □ Sewer  □ Road Cut
If no DFW Permits are required, a CO can be issued at the discretion of the Code Enforcement Office

Comments: __________________________

Completed DPW Connection Inspection Sign – Off (required prior to CO Issuance)

□ Water  Approved By: __________________________  Date: __________________________

□ Sewer  Approved By: __________________________  Date: __________________________

□ Road Cut  Approved By: __________________________  Date: __________________________
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.
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.
9. Select Continue.
10. Verify that the account information is correct. Select Continue.
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
15. On the New York Business Express home page, scroll down to Top Requests:
   - Select Certificate of Attestation of Exemption
   - 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.
   - Select Save & Continue.

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 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