



APPLICATION FOR SIGN PERMIT

(Pursuant to New York Building Code and Town Ordinances)

BP# _____

Date of Insurance: _____

Permanent
Temporary

TAX MAP NUMBER: _____

APPLICANT(S) NAME: _____

ADDRESS: _____

PHONE: _____

OWNER OF BUILDING OR PROPERTY: _____

PHONE: _____

CONTRACTOR WHO WILL BUILD & INSTALL: _____

PHONE: _____

LICENSED ELECTRICIAN & INSPECTION AGENCY: _____

PERSON WHO WILL MAINTAIN SIGN: _____

STREET ADDRESS OF PROPOSED SIGN: _____

DIMENSIONS OF SIGN: _____

FLAT FEE

INITIAL FEE
\$25.00

**** WRITTEN CONSENT OF THE OWNER OF THE REAL PROPERTY ON WHICH THE SIGN WILL BE LOCATED IS NECESSARY
PRIOR TO ISSUANCE OF A SIGN PERMIT.**

SIGNATURE OF APPLICANT: _____

Use Opposite Side of Application For Site Plan and Design Sketch of Sign (attach individual sheet if necessary)
Photo of sign to be received by this office after completion is mandatory

THIS FORM MUST BE FILLED OUT IF YOU ARE GIVING
SOMEONE ELSE PERMISSION TO ACT ON YOUR BEHALF
DURING CONSTRUCTION

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

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a certificate of occupancy upon satisfactory completion of the work described in said
application. _____

Date:

Owners Signature

Witness' Signature

Certificate of Attestation of Exemption



Workers' Compensation Board

Instructions for obtaining and filing a Certificate of Attestation of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200) through New York Business Express

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.
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 log-in and password, go to [step 16](#).
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.
 - 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 select **Click 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**.
15. On the New York Business Express home page, do one of the following:
 - Scroll down to Top Requests and select **Certificate of Attestation of Exemption, or**
 - Search Index A-Z for **CE-200**.
16. Under **How to Apply**:
 - Select **Apply as a Business, or**
 - Select **Apply as a Homeowner** (applies to those obtaining permits to work on their residence).
17. Complete application screens.
18. Review Application Summary.
19. Attest and 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.