



## Septic Permit Application

Permit No.: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_

Professional Engineer Designing System: Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Septic Installation to be Done By: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Name of Compensation and Disability Insurance in Effect:

\_\_\_\_\_

Description of Proposed Work:

☐ Replacement of Total System - \$50.00 Fee

☐ Repair or Partial Replacement - \$20.00 Fee

This permit will be granted upon the basis of the information contained in the application.

This application must be accompanied by a site plan indicating the location of the system to be repaired or replaced. If there will be replacement of the septic tank, the number of bedrooms in the house should be indicated here: \_\_\_\_\_

And the type and size of the tank indicated here: \_\_\_\_\_

Estimated Cost: \$ \_\_\_\_\_

Application Fee: \$ \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

Permit Granted: \_\_\_\_\_

By: \_\_\_\_\_

Building Inspector

**THE SEPTIC SYSTEM AND FIELD MAY NOT BE COVERED BEFORE BEING INSPECTED BY THIS DEPARTMENT. THOSE COVERED  
MUST BE UNCOVERED FOR INSPECTION.**

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

# 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](https://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](https://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.