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## APPLICATION FOR DRIVEWAY/ENTRANCE PERMIT

Application is hereby made to construct, change location, grade or use served by a driveway or entrance to property.

Owner's name: \_\_\_\_\_ SBL: \_\_\_\_\_

Physical address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Road Name: \_\_\_\_\_

Distance/Name from nearest intersection: \_\_\_\_\_

Nearest utility pole # \_\_\_\_\_

If change of use, describe use and whether increase in traffic is expected: \_\_\_\_\_

If modification, describe change in location or grade etc. \_\_\_\_\_

Proposed Driveway/Entrance Purpose:

\_\_ Single family residence \_\_ Home business \_\_ Commercial/Industrial

If NOT single family residence, specify how land will be used:

#Employees/day \_\_\_\_\_ #Customers/day \_\_\_\_\_ Busiest time of the day \_\_\_\_\_

Construction expected to begin on: \_\_\_\_\_ and be completed by: \_\_\_\_\_

**\*\* Please attach proposed driveway location with road names.**

**\*\* Please attach insurance and include \$50 for permit.**

**Proposed Location of Driveway/Entrance shall be staked and flagged by applicant.**

**This is not a permit, Your permit will be issued after site inspection. Call Before You Dig!**

**Dig Safely, New York**  
5063 Brittonfield Parkway  
East Syracuse, NY 13057  
Stakeout Requests: 1-800-962-7962  
Administration: 315-437-7394

**Email: [gpitula@fallsburgny.com](mailto:gpitula@fallsburgny.com) – [codeclerk@fallsburgny.com](mailto:codeclerk@fallsburgny.com)**

# 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.