



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

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.