

TOWN OF GROTON APPLIANCE INSTALLATION APPLICATION

Rick Fritz, Code Enforcement Officer - 607-898-4428 / 607-591-9898 / code@grotontown.com

No work shall begin until a permit has been issued.

Documents you will need to supply:

- Application Form & Fee**- to Groton Town Clerk at 101 Conger Blvd. (Po Box 36) Groton, NY 13073
- Appliance installation specifications**
- Completed Affidavit of Exemption** for owner occupied residences
- If you have a contractor, proof of **Workers Compensation or a signed CE-200 Exemption form.**
- A CE-200 can be applied for @ <https://www.wcb.ny.gov/icexempt/index.jsp>
- Owner must sign this form, or a letter with their signature giving the contractor permission to sign.**

Owner Name	E-mail	Date
Mailing Address		Phone
Project Address	Tax Map #	Flood Zone (yes/no)
Description Of Work		Project Cost
Contractor Name & Phone Email	Contractor Name & Phone Email	

PROJECT COMPLETION PROCESS

1. A Permit will be issued upon the review of a completed application which is the fee & all necessary documents. Construction can begin with permit prominently displayed. Permit is good for 60 days.
2. Inspections: Applicant/owner/contractor shall schedule a final inspection upon completed installation to manufacturer specifications:
3. Permit will be closed and a Certificate of Completion will be issued. **(Keep this document)**
4. **NO SIGNIFICANT USE OF THE APPLIANCE IS ALLOWED UNTIL THE PERMIT IS CLOSED!!!**

I hereby affirm under penalty of perjury that all information provided in this application is complete, correct, and contains no misleading statements. I understand that any false or inaccurate information contained in the application or attachments; any construction changes made after the issuance of a building permit; or failure to schedule required inspections, may invalidate all permits issued under this application, and that I may be required to remove any buildings, structures, or other construction started or completed as a result. I certify that I have read and understand the permit process and all requirements.

I hereby license, permit and give privilege to the Town of Groton, or a designee, to enter the premises or land to conduct any onsite inspections. Such license or privilege is revoked once the Certificate of Completion is issued. I understand and agree that the appliance shall not be used in part or in whole for any purpose, until first obtaining the Certificate of Completion.

Owner(s) Signature: _____ **Date:** _____

<input type="checkbox"/> APPROVED _____ Date Comment: Signed _____ Code Enforcement Officer	<input type="checkbox"/> DENIED _____ Date Reason: Signed _____ Code Enforcement Officer VARIANCE <input type="checkbox"/> GRANTED _____ Date <input type="checkbox"/> DENIED _____ Date	Date Received _____ Permit Fee _____ Receipt # _____ Activation Date _____ PERMIT # _____
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State of New York
Workers' Compensation Board Bureau of Compliance
100 Broadway
Albany, NY 12241-0005

All Contractors must provide a Certificate of NYS Worker's Compensation (form C-105.2) OR a Certificate of Exemption (form CE-200).

Form Number / Version Date	Form Title	Who Files	Where to File	When to File
-105.2 (9/15)	Certificate of NYS Workers' Compensation Insurance Coverage (All private NYS licensed workers' compensation carriers are required to issue the C-105.2. Please note that the State Insurance Fund issues a different form, the U-26.3 form, as its version of the C-105.2)	Employers insured for workers' compensation through a private insurance carrier	Filed with any entity requesting to be a certificate holder including a government agency issuing a permit, license or contract. The C-105.2 must be completed by the insurance carrier or its licensed insurance agent.	Employers must obtain this form from either their NYS workers' compensation insurance carrier or a licensed NYS insurance agent of that carrier. Carriers, their licensed agents, and Self-Insured Employers may email the Board at Certificates@wcb.ny.gov to obtain controlled forms not available on this website.
CE-200 (12/08) (Replaces WC/DB-100 and Form C-105.21)	Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage	Applicants for permits, licenses or contracts from State, county or municipal agencies in New York State that are not required to carry NYS workers' compensation and/or disability benefits insurance coverage.	Please file with the government agency that is issuing the permit, license or contract. (Examples: The New York City Department of Buildings or the New York State Department of Health)	These exemption forms can ONLY be used to attest to a government entity that an applicant requesting a permit, license or contract from that government entity is not required to carry NYS workers' compensation and/or disability benefits insurance. (Instructions)
CE-200 APPLY (2/09) Used as a paper application for Form CE-200 which replaces Forms WC/DB-100 and C-105.21.	Paper application for the CE-200, Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage	A paper application to obtain the CE-200. The CE-200 is used by the applicant to certify they are not required to carry workers' compensation and/or disability benefits when obtaining a license, permit, or contract from State, county or municipal agencies in New York State. Applicants using this paper application process may wait up to four weeks before receiving a CE-200. This delay results from Workers' Compensation Board staff having to manually enter information from the applicant's paper application into the web based application. Accordingly, to avoid delays, all applicants for exemptions are strongly encouraged to use the on-line Form CE-200.	Mail the completed CE-200 APPLY application to: NYS WCB Bureau of Compliance Form CE-200 100 Broadway Albany, NY 12241-0005 or Fax: 800-486-7175 Once the applicant receives the CE-200, the applicant can then verify the information on the CE-200, sign it and then submit that CE-200 to the government agency from which he/she is getting the permit, license or contract.	Please also print the related instructions for filling out Form CE-200 APPLY (Instructions)

For those who require an exemption immediately, please access the on-line application that can be found on the Board's website, www.wcb.state.ny.us. Click "WCIDB Exemption" button on the Board's main webpage and then click on "Request for WCIDB Exemption (Form CE-200)." You will be able to immediately print the certificate of attestation of exemption after completing the on-line application.