HOME IMPROVEMENT CONTRACTOR
APPLICATION REQUIREMENTS

1. **Official Form of Business Document:**

Submit any one of the following documents:

a. Certificate of Incorporation
b. Partnership Agreement

**Certificates of Insurance:**

**General Liability**

Certificate must show statutory coverage of:

a. Personal Injury - $100,000 minimum
b. Property Damage - $25,000

**Workers Compensation Insurance Certificate**

Forms C-105.2, U-26.3 or SI-12, GSI-105.2 or Form CE-200 “Certificate of Attestation of Exemption” from the Compensation Board

**New York State Disability Insurance Certificate**

Forms DB-120.1, DB-155, or Form CE-200 “Certificate of Attestation of Exemption” from the Compensation Board

3. **Copy of Legally Recognizable Contract Pursuant to New York State Business Law**

It must state conspicuously on the face of the contract that the signer of the contract has three (3) days to cancel the contract (***3 day Escape Clause***).

4. **Home Improvement Contractor Application Form:**

$125.00 Initial Filing Fee (make check payable to “City Clerk”).

$125.00 Annual Renewal Fee (make check payable to “City Clerk”).