

**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
- c. Business Certificate (D.B.A. – Doing Business As)

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”).

