

Date: _____, 20_____

TO THE CITY CLERK:

I hereby apply for a Contracting Permit pursuant to Sec. 128-3 of the Code of Ordinances of the City of Hornell, New York:

First Name: _____ MI: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone #: _____

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

NY State Driver's License No.: _____

Date of Birth: _____ Height: _____ Weight: _____

Hair color: _____ Eye Color: _____ Ethnic: _____

Place of Birth: _____

Reference: _____

Reference: _____

Do you have employees: ☐ yes ☐ no I work alone: ☐ yes ☐ no

Have you ever been convicted of a misdemeanor or felony: ☐ yes ☐ no

If convicted, for what and where _____

Applicant's Signature

I recommend: approval _____ disapproval _____

Chief of Police

City Clerk

Contractor Information

§128-2 of the Municipal Codes of the City of Hornell states that any contractor who performs work and/or service or contracts to perform any work or services within the City of Hornell, which has an aggregate yearly value greater than \$1,500, shall obtain a permit from the City Clerk of the City of Hornell.

Prior to the City Clerk issuing these permits, the contractor must:

1. Pass a police background check.
2. Present to the City Clerk a valid photo ID.
3. Present to the City Clerk satisfactory proof that the contractor has liability insurance and has workers' compensation insurance for all employees. If a contractor is exempt from workers' compensation, he/she must present a **CE-200** issued by the New York State Workers' Compensation Board verifying the exemption. (Effective 12/1/08)
4. Pay a fee of \$5.00.

To obtain the workers compensation exemption certificate, you can fill out the form electronically on the Board's website: [New York Business Express - Certificate of Attestation of Exemption \(CE-200\) \(ny.gov\)](http://www.ny.gov/BusinessExpress/CE-200)

Applicants without access to a computer may obtain a paper application for the CE-200 by writing or visiting the Customer Service Center at any District Office of the Worker's Compensation Board.

Permits are effective from January 1 to December 31 of each calendar year. The cost is \$5.00 per year.

The penalty for violating this Code is a fine of no greater than \$500 and/or 15 days in jail. Any day that work is performed while not holding a valid permit is deemed a separate violation.