



DEPARTMENT OF BUILDINGS APPLICATION FOR CONTRACTOR, ELECTRICIAN OR PLUMBER LICENSE

APPLICATION FOR NEW OR RENEWAL **RECIPROCAL CONTRACTOR, ELECTRICIAN OR PLUMBER LICENSE**

1 YEAR LICENSE (THROUGH 2026)

Applicants must meet the listed requirements at the time of application filling and for each permit issuance.

License Application Requirements:

- ☐ Enclosed application, completed and notarized. (Incomplete forms will not be accepted)
- ☐ Current Certificate of Workers Compensation Insurance or exempt forms and a Certificate of Disability Benefits Insurance. (See reverse side of sheet for forms that are accepted, ACORD FORMS ARE NOT ACCEPTED FOR WORKERS COMPENSATION AND NYS DISABILITY).
- ☐ Certificate of Liability Insurance (See reverse side of sheet for insurance requirements)
- ☐ For Contractors: Copy of current Nassau County Consumers Affairs License (For Residential Properties Only).
- ☐ For Plumbers and/or Electricians: Copy of a current non-reciprocal license from either Town of Hempstead, North Hempstead or Oyster Bay. Copy of Certificate of Competency and Letter of Good Standing (for new licenses only).
- ☐ Self-addressed stamped envelope for delivery of license.
- ☐ Check for the 1-year fee in the amount of \$50.00 for license renewal or \$75.00 for a new license made out to the Incorporated Village of Floral Park.

Submit package via mail to:
Incorporated Village of Floral Park
Building Department
One Floral Boulevard, PO Box 27
Floral Park, NY 11002

Or hand deliver to:
Incorporated Village of Floral Park
Building Department
One Pool and Garage Road
Floral Park, NY 11001
(GPS Location: 124 Stewart Street)

***Note: Upcoming renewal packages will be sent exclusively via email and posted on the Village website, please provide a valid email address for communication**



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INSURANCE REQUIREMENTS FOR OBTAINING A PERMIT &/OR TO LICENSE A CONTRACTOR TO WORK WITHIN THE VILLAGE

Applicant shall maintain at a minimum the following insurance coverage, **giving evidence of same to the Incorporated Village of Floral Park, on the Acord form Certificates of Insurance, stating all work performed at any and all locations, include a copy of the Additional Insured Endorsement, and provide 30 days' notice of cancellation, non-renewal or material change.** New York State licensed carrier is preferred; any non-licensed carriers will be accepted at the Municipalities discretion. The insurance carrier must have an A.M. Best Rating of at least A- IX. The insurance coverage limits set forth in Schedule below are minimum coverage requirements, not limitations of liability. All subcontractors must adhere to the same insurance requirements.

Certificate Holder to read: **Incorporated Village of Floral Park**
One Floral Boulevard
Floral Park, NY 11002

Description Box to read:

Incorporated Village of Floral Park, all elected and appointed officials, employees and volunteers are included as primary and non-contributory additional insureds per the General Liability including Contractual Liability and Products and Completed Operations, Automobile Liability and Excess Liability (if Excess Liability is applicable). Waiver of Subrogation is included on the Workers Compensation and General Liability in favor of the Additional Insured (if available).

I. WORKER'S COMPENSATION AND NYS DISABILITY

Coverage	Statutory
Extensions	Voluntary compensation All states coverage; Employers liability – unlimited Waiver of Subrogation in favor of Incorporated Village of Floral Park (If available)
Required Form for Workers Comp:	C105.2 – certificate of NYS Workers Compensation Insurance Coverage OR if you are insured with the State Insurance Fund, form SI-26.3 – State Insurance Fund Certificate of Workers Compensation Insurance
Required Form for NYS Disability:	DB120.1 – Certificate of Disability Benefits Insurance for New York State Employees

II. COMMERCIAL GENERAL LIABILITY

Coverage	Occurrence – 1988 ISO or equivalent	
Limits	General Aggregate	\$2,000,000
	Products-Comp/Ops Aggregate	\$1,000,000
	Personal. & Advertising. Injury	\$1,000,000
	Each Occurrence	\$1,000,000
	Damage to Premises Rented To You	\$ 100,000
	Medical Exp. (Any one Person)	\$ 5,000
Additional Insured	Incorporated Village of Floral Park and all appointed and elected officials, employees and volunteers Using ISO form CG2026 and CG2037 or equivalent on a primary and non-contributory basis.	
Mandatory	Contractual Liability extending to the Hold Harmless/Indemnification Waiver of Subrogation in favor of all Additional Insureds – If available.	



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III. **AUTOMOBILE INSURANCE - RECOMMENDED**

Coverage	Standard New York policy insuring all owned, hired, and non-owned vehicles
Limits	Minimum Limit - \$1,000,000 CSL
Additional Insured	Incorporated Village of Floral Park and all appointed and elected officials, employees and volunteers on a primary and non-contributory basis.

IV. **UMBRELLA LIABILITY - RECOMMENDED**

Coverage	Umbrella Form or Excess following form of primary General Liability and Automobile Liability
Suggested Limit	\$2,000,000
Additional Insured	Incorporated Village of Floral Park and all appointed and elected officials, employees and volunteers

SPECIAL NOTATIONS:

- I. Per the Workers Compensation Law, all municipal and State entities are to ensure that all applicants applying for permits, licenses or contracts have appropriate workers compensation and disability benefits insurance coverage. Businesses must provide evidence of proper coverage by using:

Workers Compensation: C105.2 OR (State Insurance Fund Form) SI-26.3

NYS Disability: DB120.1

- II. If you do not maintain Workers Compensation and NYS Disability due to a valid exemption, the following form must be submitted to the Municipality:

CE-200 – Certificate of Attestation of Exemption from NYS Workers Compensation and/or Disability Benefits Insurance Coverage.

Starting December 1, 2008, ONLY applicants eligible for exemptions must file a new CE-200 for each and every new or renewed permit, license or contract issued by a government agency. You can obtain this form from the Workers Compensation Boards' website, [click here](#) or by calling (518) 486-6307.

- III. If Applicant is a Homeowner serving as the General Contractor for his/her primary Residence, the applicant must provide the following:
1. Affidavit of Exemption to Show Specific Proof of Workers Compensation Insurance Coverage for a 1, 2, 3, or 4 Family Owner-occupied Residence – Form BP-1 OR if after reviewing this form, you do not qualify for a Workers Compensation Exemption, you must acquire appropriate Workers Compensation Coverage and provide appropriate proof as mentioned above.
 2. Provide copy of Homeowners Insurance that is currently in effect and covers the property listed on the permit application.

Any questions, please contact the Building Department at 516.326.6319 or DOB@FPvillage.org



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LICENSE	
☐ Contractor ☐ Plumber ☐ Electrician	
License Number	
Expiration Date	12/31/2026
Issue Date	
Receipt Number	

Date: _____

Please check one:

☐ Contractor -OR- ☐ Plumber -OR- ☐ Electrician

Please check one:

☐ New License -OR- ☐ License Renewal Existing Floral Park License No. _____

For Contractor License Only:

Nassau County Consumer Affairs License No. _____ -OR- ☐ License will be used for Commercial properties only.

For Plumbing or Electrical License Only: (check one)

☐ Town of Hempstead ☐ North Hempstead ☐ Town of Oyster Bay

License No. _____ Expiration Date _____

A license issued on this application is valid as long as a reciprocal agreement and/or a current license is in effect with the municipality named. Providing false information may result in the denial of the application for a license or any renewal thereto, as well as cancellation suspension, or revocation in the event such license has been issued. The undersigned, being duly sworn, deposes and says that he/she is the owner or an authorized agent representing the named company and that all provisions of the State and Local Codes will be complied with in the alteration or repair of said building, whether specified herein or not and does hereby apply for a reciprocal license for the period ending December 31, 2026.

AFFIDAVIT OF EXCAVATION OR DEMOLITION

I hereby affirm under the penalties of perjury that the above applicant and/or application will comply with Chapter 33 of the NYSBC Safeguards During Construction, Article 36 of the New York State General Business Law respecting underground facilities, and will comply with the Industrial Code Rule 56 regarding asbestos and the EPA Lead Renovation, repair and painting rule for any project within the Incorporated Village of Floral Park. (A summary of these rules has been provided on the reverse page of this application)

HOLD HARMLESS/INDEMNIFICATION AGREEMENT

The undersigned agrees that the organization will defend, indemnify and hold harmless the Village of Floral Park and all its elected and appointed officials, employees and volunteers against any and all claims, lawsuits or actions of any kind, including for damage or injury to persons or property, that may be occasioned by, arise from or relate to the use of the Village's facilities, including all claims arising from actions or omissions of the undersigned's vendors (such as inflatables, food trucks or any other vendors) utilized by the undersigned for the event. This indemnity and hold harmless is intended to be as broad as is permitted by law and to include claims of every kind and nature – for tort, under contract; for strict liability or other liability without fault; under statute, rule, regulation or order; and otherwise. The undersigned shall provide a certificate of insurance evidencing insurance coverages in the amounts indicated and naming the Village as "additional insured" in the manner specified in the attached Event Insurance and Indemnification Requirements Rider.

Business Name: _____ Email Address : _____

Business Address: _____

Mailing Address (if different than above): _____

Business Telephone: _____ Cell Phone Number: _____

Name of Applicant: _____ Title: _____

Signature: _____

STATE OF NEW YORK)

SS.:

COUNTY OF _____)

On this _____ day of _____, 20____, before me personally came _____, to me known and known to me to be the person described in and who executed the foregoing instrument and he/she acknowledged to me that he/she executed the same.

Notary Public



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AFFIDAVIT OF EXCAVATION OR DEMOLITION

ARTICLE 36 NEW YORK STATE GENERAL BUSINESS LAW

Article 36 of the New York State General Business Law requires that no excavator shall commence or engage in any excavation or demolition unless and until timely notice is served of the location and date of the proposed excavation or demolition as provided in article 36 to operators who maintain underground facilities in the area in which the excavation or demolition is to take place. The provision of such notice to a one-call notification system is deemed to be compliance with this section; and notice to the one-call notification center is notice to each member. Such notice shall be served in accordance with the rules and regulations adopted by the public service commission pursuant to section one hundred nineteen-b of the public service law. By law, excavators and contractors working in New York City and Nassau & Suffolk Counties on Long Island must contact New York 811 at least 2 full business days, not including the day of contact, prior to digging.

INDUSTRIAL CODE RULE 56

Pursuant to Industrial Code Rule 56, prior to demolition or disturbance, notification is to be made in the appropriate form to the New York State Department of Labor Asbestos Control Bureau regarding any asbestos removal, disturbance, encapsulation or required asbestos surveys before commencing any work.

EPA LEAD RENOVATION, REPAIR AND PAINTING RULE

The US Environmental Protection Agency (EPA) mandates that any contractor or worker who performs renovation in a pre-1978 apartment, school or facility (including private homes) must be trained and certified in EPA Renovation, Repair, and Painting (RRP). Anyone who is paid to perform work that disturbs lead-based paint in homes, child-care facilities and pre-schools built before 1978 must be certified. This may include, but is not limited to, residential rental property owners, general contractors, painters and special trade contractors (such as, plumbers, carpenters, and electricians).

CONSTRUCTION FENCES

Construction fences shall be erected and maintained at construction sites when there is an open pit or excavation, open drywell, an unoccupied building or structure, scaffolding, construction equipment or any other condition which is dangerous to life or limb of a person; or where the Building Inspector finds that, due to the special circumstances of a particular case, installing a construction fence at a construction site would be in the best interests of the public safety, health and welfare. The location of all construction fences upon a construction site shall be approved by the Building Inspector and shall be subject to the following requirements: consist of chain link; measure six feet in height; be erected prior to the commencement of construction or demolition and be maintained until the completion of such activity or until the construction fence is approved to be removed by the Building Inspector; be placed upon the construction site and not upon existing or proposed sidewalks on the construction site, or upon the right-of-way; be maintained in good condition during the period of construction or demolition; all vehicles and pedestrian openings shall have gates secured after hours of operation to prohibit unpermitted entry.

VILLAGE PERMIT PROVISIONS - CONSTRUCTION HOURS MONDAY – SATURDAY 8 am – 7 pm EXCLUDING HOLIDAYS

A permit shall be required for any work which must conform to the New York State Uniform Fire Prevention and Building Code and/or the Village of Floral Park Code, including, but not limited to, the construction, enlargement, alteration, improvement, removal, relocation or demolition of any building. Structure, sitework or any portion thereof or the installation of a fuel-burning appliance, chimney or flue in any dwelling unit or commercial space unless otherwise noted by the Superintendent of Buildings.

No person shall commence any work for which a permit is required without first having obtained a permit approved by the Superintendent of Buildings. Contractors that repeatedly perform work without a permit may not be considered for future license renewals.

The permit must be posted and visible from the street for the duration of the construction process. No work is to be started until permit has been received and posted. A permit is valid for 6 months, unless construction has started. If started, the permit is valid for 12 months from the date of issuance. Should the permit expire a permit renewal application, along with updated drawings if applicable and permit fee, must be filed and approved by the Building Department.

The Floral Park Building Department must be made aware of all field changes prior to the time of the change. Work is NOT to continue until an amended permit is filed and approved with the Building Department.

The Owner or the owner's representative shall be responsible to arrange for all required inspections. All work is to be left exposed until inspected and approved by the Floral Park Building Department. Work closed up prior to inspection approval will need to be exposed for inspection at the owner's cost.