

Town of Pendleton

Building Department

6570 Campbell Blvd, Lockport NY 14094
716-625-8833 Ext. 115 & 114

CONTRACTOR'S LICENSE APPLICATION

All Contractors who work within the Town of Pendleton must have a Contractor's License issued by the Town of Pendleton Building Department in accordance with code section 117.

A license must be obtained *prior to construction* or you will be in violation of this licensing requirement and the fee will double.

Instructions

1. Completely fill out the enclosed application
2. Provide one of the following forms indicating compliance with the NYS Compensation Insurance requirements.
 - a. C-105.2 or
 - b. U-26.3 or
 - c. SI-12 Self Insurance Form, or
 - d. CE-200 Affidavit that coverage is not required.
3. Provide one of the following forms showing compliance with NYS Compensation Law pertaining to Disability Insurance.
 - a. DB-120.1 dated within one year of date license is issued or
 - b. DB-155 Self Insurance Form dated within one year of date license is issued or
 - c. CE-200 Affidavit that coverage is not required.
4. Provide a Certificate of Insurance for General Liability with the Town of Pendleton Building Department named as a certificate holder.
5. Enclose a check in the amount of \$100.00 payable to the Town of Pendleton.
6. Mail all documents, checks, application, and proper insurance forms to:

Town of Pendleton
Building Inspector
6570 Campbell Blvd.
Lockport, NY 14094

No License will be issued unless we have a current Certificate of Liability Insurance in an amount of at least \$300,000 Liability coverage, \$100,000 per person, and \$10,000 property damage, along with the required Workers Compensation Form and NYS Disability Form.

You must call your insurance agent, who in turn will call the Insurance Carrier of the policies and request the correct forms. Not all agents have the required forms. For more information regarding any of these forms (Disability and Compensation) please call the Compensation Board at (716) 842-2051. This office can only answer questions regarding the expiration date(s) of the current form(s) on file in this office.

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CONTRACTOR'S LICENSE APPLICATION

FEE: \$100.00

Make checks payable to: **Town of Pendleton**

All Licenses expire 12/31 of the issuing year

Name of Company, DBA or Corp. _____

Business Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Fax: _____

Type of Business: _____

Number of years in business: _____

Approximate number of employees: _____

Name of Principal Owner(s): _____

Owner's Phone: _____

Be advised that Section 50 of the General Cities Law of New York states that each person duly licensed and engaging in business as a contractor for a fee within the town of Pendleton, New York, shall register annually with the Town Clerk. Such registration shall run from January 1st to December 31st in each successive year.

In order for the insured to receive a Building Permit from the Town of Pendleton, their agency must assure the Town of Pendleton that they will provide a Certificate of Insurance upon renewal of the policy. In the event the policy is not renewed, the agency assures that they will notify this office within five days of the expiration date.

If these requirements are not met, the Town of Pendleton must deny a Building Permit to the insured.