

# TOWN OF PENDLETON

6570 Campbell Boulevard

Lockport, N.Y. 14094

## Building & Ordinance Dept.

Phone 625-8833 ext. 14 & 15

Fax 625-6295

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 the amendment to Chapter 117 of the Town Code adopted 04/06/2004

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

### Instructions for obtaining a Town of Pendleton Contractors License

1. Completely fill out the enclosed application.
2. One of the following forms indicating compliance with **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. One of the following forms showing compliance with NYS Compo 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 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 1409

No license will be issued unless we have a current Certificate of Liability Insurance in an amount of at least \$300,000 and 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 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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**APPLICATION FOR CONTRACTOR'S LICENSE**

**Fee: \$100.00**

**License No.** \_\_\_\_\_

**Make checks payable to: The 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** \_\_\_\_\_ **Mobile/Pager** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Number of years in the business** \_\_\_\_\_

**Approximate Number of employees** \_\_\_\_\_

**Name of Principal Owner(s)** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_

**State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Home 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 1<sup>st</sup> to December 31th in each successive year.**

**In order for the insured to receive a Building License 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 License to the insured.**

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**Required minimum coverage in order to apply for the License:**

**\$300,000 Liability Coverage**

**\$100,000 Per person**

**\$ 10,000 Property Damage** Policy # \_\_\_\_\_

**Compensation Insurance Req'd** Policy # \_\_\_\_\_

**Disability Insurance** Policy # \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Check appropriate types of contractor**

- \_\_\_ Blacktop
- \_\_\_ Cell Towers/Antennas
- \_\_\_ Concrete
- \_\_\_ Decks/Porches
- \_\_\_ Demolition
- \_\_\_ Dry Wall
- \_\_\_ Electrical
- \_\_\_ Exterior Remodeling
- \_\_\_ Fences
- \_\_\_ Fire Repairs
- \_\_\_ Fireplace/Chimney
- \_\_\_ Garage

- \_\_\_ Heating & Air Conditioning
- \_\_\_ Home Improvements-Additions/Dormers
- \_\_\_ Insulation
- \_\_\_ Interior Remodeling
- \_\_\_ Masonry
- \_\_\_ New Home-General Contractor
- \_\_\_ Patio Enclosures
- \_\_\_ Roofing
- \_\_\_ Signs
- \_\_\_ Swimming Pool Installer
- \_\_\_ Tree Trimmer
- \_\_\_ Windows
- \_\_\_ Other \_\_\_\_\_