



**City of Elmira**  
Inspection Services Department  
Phone: (607) 737-5653  
<http://www.cityofelmira.net>

101 W. Second St.  
Elmira, NY 14901  
Fax: (607) 733-5235

## Demolition Permit Checklist

Before a permit can be issued all of the following must be completed. If you have questions, call Inspection Services at (607) 737-5653. A permit can **only** be issued when the paperwork is **FULLY COMPLETE**.

- Complete questions 1-10 with the requested information
- Attach Asbestos Testing and Removal Reports if #11 applies to you.  
For additional information on Asbestos, contact:  
  
**State of New York Department of Labor** Room 401  
**Asbestos Control Bureau** 450 South Salina Street  
Syracuse, NY 13202  
<http://www.labor.state.ny.us> (315) 479-3215
- If you are a contractor or a homeowner hiring a contractor, complete 12a.
- If you are a homeowner performing the work yourself, complete 12b with the cost of the value of the property, NOT the cost of demolishing the property.
- Attach a copy of Liability Insurance Certificate as directed by #13.
- Sign and Date the bottom of Page 1.
- Sign and Date the bottom of Page 2.
- Disconnection of Utilities. Before a building can be demolished all utilities must be properly disconnected. Use the checklist on Page 3 to confirm the proper disconnection of utilities. This checklist must be returned with the appropriate signatures and with the contractor's or homeowner's signature along with the Demolition Permit Application. Demolition Permits cannot be issued without this. If there are no utilities, write none on the checklist and sign it.
- If the structure is connected to the sewer system, the line must be properly capped off. Complete the Sewer Cap-Off Permit Application on page 4 and return to the Department of Public Works Office at City Yards at 840 Linden Place Ext. **DO NOT RETURN THIS APPLICATION TO INSPECTION SERVICES**. The Cap-Off must be completed **BEFORE** the Demolition Permit can be issued. When the Cap-Off has been properly completed, the City of Elmira Engineering Division will forward a copy of the Inspection Report to Inspection Services.
- Complete the top portion of Page 5 and sign. After the demolition, you **MUST** schedule an inspection **BEFORE** you backfill the property. Turn in the Inspection Request with the permit application.
- The Notification requirement must be met for the demolition of a principal structure. See pages 6, 7, and 8 for instructions and forms to complete the notification requirements.
- Proof of Workers' Compensation Insurance and Disability Insurance **OR** proof of exemption from these requirements must be submitted by all parties requesting a Demolition Permit. Proof can be provided by the following:
  1. Individuals living in an owner-occupied residence that is less than 4 families that **are eligible** for an exemption from having to obtain a NYS Workers' Compensation insurance policy, must complete Form BP-1, Affidavit of Exemption... on Page 9 of the Demolition Permit Application. This form must be notarized.
  2. Contractors or Businesses with Workers' Compensation and Disability Insurance need to furnish a copy of Form C-105.2 (all private insurance carriers) or U-26.3 (State Insurance Fund) for Workers' Compensation Insurance and Form DB-120.1 for Disability Benefits Insurance. Self-Insureds need to furnish a copy of Form SI-12 for Workers' Compensation and Form DB-155 for Disability Benefits. Group Self-insureds need to furnish a copy of Form GSI-105.2 for Workers' Compensation.
  3. (a) Contractors, (b) Businesses, and (c) Property owners (other than those eligible for the BP-1 form listed above) that are legally exempt from Workers' Compensation and/or Disability should complete

Workers' Compensation Board Form CE-200 available online at [www.wcb.state.ny.us](http://www.wcb.state.ny.us). Complete this form online, print your CE-200, sign and date it, and turn it in to Inspection Services when you apply for your Demolition Permit. A new form must now be completed for each and every new or renewed permit application.

**WORKERS' COMPENSATION REQUIREMENTS UNDER SECTION §57**

To comply with coverage provisions of the Workers' Compensation Law, businesses must:

- A) be legally exempt from obtaining workers' compensation insurance coverage; or
- B) obtain such coverage from insurance carriers; or
- C) be a Board-approved self-insured employer or participate in an authorized group self-insurance plan.

To assist State and municipal entities in enforcing Section 57 of the Workers' Compensation Law, businesses requesting permits or seeking to enter into contracts **MUST** provide **ONE** of the following forms to the entity issuing the permit or entering into a contract:

- A) CE-200 – Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage  
Form CE-200 can be filled out electronically online at [www.wcb.state.ny.us](http://www.wcb.state.ny.us), by clicking the WC/DB Exemptions icon. Applicants filing electronically are able to print a finished Form CE-200 immediately upon completion of the electronic application. 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 Workers' Compensation Board. Applicants using the manual process may wait up to four weeks before receiving a CE-200. Once the applicant receives the CE-200, the applicant can then submit that CE-200 to the government agency from which he/she is getting the permit, license or contract.  
**OR**
- B) C-105.2 – Certificate of Workers' Compensation Insurance (the business' insurance carrier will send this form to the government entity upon request) **PLEASE NOTE:** The State Insurance Fund provides its own version of this form, the U-26.3; **OR**
- C) SI-12 – Certificate of Workers' Compensation Self-Insurance (the business calls the Board's Self Insurance Office at (518) 402-0247), OR GSI-105.2 – Certificate of Participation in Workers' Compensation Group Self-Insurance (the business' Group Self Insurance Administrator will send this form to the government entity upon request).

**DISABILITY BENEFITS REQUIREMENT UNDER SECTION §220 SUBD 8**

To comply with coverage provisions for the Disability Benefits Law, businesses may:

- A) be legally exempt from obtaining disability benefits insurance coverage; or
- B) obtain such coverage from insurance carriers; or
- C) be a Board-approved self-insured employer.

Accordingly, to assist State and municipal entities in enforcing Section 220 Subd. 8 of the Disability Benefits Law, businesses requesting permits or seeking to enter into contracts **MUST** provide **ONE** of the following forms to the entity issuing the permit or entering into a contract:

- A) CE-200 – Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage  
Form CE-200 can be filled out electronically online at [www.wcb.state.ny.us](http://www.wcb.state.ny.us), by clicking the WC/DB Exemptions icon. Applicants filing electronically are able to print a finished Form CE-200 immediately upon completion of the electronic application. 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 Workers' Compensation Board. Applicants using the manual process may wait up to four weeks before receiving a CE-200. Once the applicant receives the CE-200, the applicant can then submit that CE-200 to the government agency from which he/she is getting the permit, license or contract.  
**OR**
- B) DB-120.1 – Certificate of Disability Benefits Insurance (the business's insurance carrier will send this form to the government entity upon request); **OR**
- C) DB-155 – Certificate of Disability Benefits Self-Insurance (the business calls the Board's Self-Insurance Office at (518) 402-0247).

Have cash, check, or money order available for the permit fee. Make checks payable to City of Elmira. Fees are listed online at <http://www.cityofelmira.net/permits> or are available from Inspection Services.

Mail or bring in your completed application and payment to:

**Elmira Fire Department Inspection Services**  
**101 W. Second Street**  
**Elmira, NY 14901**

Do not send cash through mail. Incomplete applications will be returned.