



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

Plumbing 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 1-8 with the requested information
- If you answered anything other than Single Family Residence to question 9, the work must be completed by a registered plumber with the City of Elmira. Landlords may perform the work on a building they own but don't reside in only if they are a registered plumber and have completed the Plumbing Registration Application, available from Inspection Services or online at <http://www.cityofelmira.net/permits>. If you answered Commercial Operation, the work must be done by a registered plumbing contractor.
- Sign and Date the bottom of Page 1.
- The Plumbing Worksheet on Page 2 must be completed for each fixture of your plumbing project.

EXAMPLE:

FIXTURE INFO				SOIL OR WASTE PIPE			VENT PIPE				WATER SUPPLY		
Type of fixture	Floor	#	Kind of Trap	Size of Soil or Waste Pipe	Weight of Pipe	Material of Pipe	Separate vent pipe	Size	Material	Where does it lead to	Size	Weight	Material
toilet	1	1	"P"	1 ½"	Sched 40	PVC	Yes	1 ½"	PVC	Roof	¾"	-	Copper

- Type of fixture:** the fixture to be installed: sink, bathtub, toilet, etc.
- Floor:** the floor the fixture or fixtures will be installed
- #:** the number of fixtures to be installed on that floor using the same soil and waste pipe
- Kind of Trap:** the type of trap used for the fixture: Drum Trap, P Trap, etc.
- Size of Soil or Waste Pipe:** the size of the soil or waste pipe: typically 3", 4", etc.
- Weight of Pipe:** the weight of the pipe: typically measured in schedule 40, schedule 80, etc.
- Material of Pipe:** the material that the pipe is manufactured from: typically cast iron, copper, PVC, etc.
- Separate Vent Pipe:** Indicate whether the fixture has a separate vent pipe dedicated to it or whether it shares a vent pipe.
- Size:** the size of the vent pipe, typically 1 ½", 2", etc.
- Material:** the material that the vent pipe is manufactured from: typically PVC, cast iron, etc.
- Where does it lead to:** where the vent pipe leads to: typically through the roof, away from the window, etc.
- Size:** the size of the supply pipe, typically ½", ¾", etc.
- Weight:** the weight of the supply pipe: typically copper, hard temper, etc.
- Material:** the material that the supply pipe is manufactured from: copper, galvanized brass, etc.

- Proof of Workers' Compensation Insurance and Disability Insurance **OR** proof of exemption from these requirements must be submitted by all parties requesting a Plumbing 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 3 of the Plumbing 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. Complete this form online, print your CE-200, sign and date it, and turn it in to Inspection Services when you apply for your Plumbing 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, 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, 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.