

## ***Incorporated Village of Bellerose***

50 Superior Road, Bellerose Village, NY 11001

516-354-1000 FAX: 516- 354-1033

www.bellerosevillage.org

### **ROOFING / RE-ROOFING PERMIT – GENERAL INFORMATION**

**A Roofing / Re-Roofing Permit is required for all changes or repairs to residential or commercial roofs. Contact the Building Department BEFORE starting any work. Roofing without a Permit incurs an additional \$150 LATE FILING FEE.**

1. The Municipal Code of the Incorporated Village of Bellerose requires that all roofing and re-roofing projects, both commercial and residential, be done in accordance with the specifications outlined in the NYS Building Code.
2. All applications are subject to Building Department approval. Fees are non-refundable and must be paid before a permit can be issued. Roofing permits are issued as soon as possible after receipt of all documents.
3. Before a permit application can be accepted, all required documents must be received, including:
  - a) Fully completed Application form. If an item is "not applicable", note as N/A
  - b) \$50. deposit toward the Permit fee
  - c) Notarized Owner's Authorization
  - d) Description of the work and costs
  - e) Contractor's information
  - f) For work being performed by a contractor: the contractor must provide:
    1. Copy of the contractor's Nassau County license.
    2. Contractor Self-Certification Form notarized
    3. Proof of Commercial General Liability Insurance using the exact language contained on the attached Insurance Requirements.
    4. Proof of Workers' Compensation listing the Village of Bellerose as Certificate Holder
    5. Proof of Disability Insurance (DB-120) listing the Village of Bellerose as Certificate Holder
  - g) For work being performed by a homeowner:
    1. a completed Homeowner's Certification available from the Building Inspector
    2. the front page of homeowner's insurance policy
4. Most changes to roofing type or color also require approval of the Architectural Review Committee (ARC). For exterior changes or additions that require ARC, as determined by the Building Inspector, the application must also include:
  - a) color photos of existing conditions
  - b) color photos of adjoining properties
  - c) the proposed plans including drawings, architectural plans, plot plans, as applicable
  - d) pictures / samples of colors and materials
5. The ARC meets the second Wednesday of each month. Applications must be submitted one week prior.
6. Permits are valid for one (1) year from date of issue and must be renewed by the Building Department if work is not completed in order to avoid a summons.
7. Permit must be placed in front window facing the street.
8. **THE BUILDING DEPARTMENT MUST BE NOTIFIED UPON COMPLETION OF WORK.**



## ROOFING / RE-ROOFING SELF-CERTIFICATION FORM

1. The Municipal Code of the Incorporated Village of Bellerose requires that all roofing and re-roofing projects, both commercial and residential, be done in accordance with the specifications outlined in the NYS Building Code.

2. Therefore, no roofing or re-roofing project is to occur in the Village of Bellerose until the homeowner and/or the contractor has obtained the necessary permits. No material may be placed until the existing roof conditions are made known to the Building Department. The homeowner and/or contractor must file this form with the Building Department, along with an application fee of \$50.00, certifying that the construction will be performed and completed in accordance with the specifications noted above. The balance of the permit fee will later be determined according to the Village Code Fee Schedule. The form shall be completed and signed by the homeowner and contractor. In the event that the work was started or completed prior to the issuance of a permit, there shall be an additional late filing fee of \$150 to accompany this application.

### Roofing Indemnification and Self-Certification

I, \_\_\_\_\_, representing \_\_\_\_\_, the contractor, shall indemnify and hold the Inc. Village of Bellerose, its elected and appointed officials, employees and volunteers, harmless against any claim of liability or loss including the cost of defense for personal injury or property damage resulting from or arising directly or indirectly out of or resulting from the permits holders/Licensee operations within the Municipality including losses arising out of the negligent acts or omissions of the contractor, its servants or agents, and any subcontractors, its servants or agents. I hereby declare that I have fully complied with the requirements for obtaining this permit, as set forth herein.

Furthermore, the Municipal Code of the Incorporated Village of Bellerose requires that all roofing and re-roofing projects, both commercial and residential, be done in accordance with the specifications outlined in the NYS Building Code. Therefore, no roofing or re-roofing project is to occur in the Village of Bellerose until the necessary permits are issued. No material may be placed until the existing roof conditions are made known to the Building Department. I hereby certify that the construction will be performed and completed in accordance with the specifications noted above.

I, \_\_\_\_\_, (**contractor**) hereby certify that construction at the above address will be done in accordance with the specifications noted in paragraph # 1 and # 2 above.

<b>CONTRACTOR NAME (Print)</b>	<b>CONTRACTOR SIGNATURE</b>	<b>DATE</b>
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STATE OF NEW YORK            )  
COUNTY OF NASSAU         )  
On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to on the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of whom the individual acted and executed the instrument.

\_\_\_\_\_  
Signature of Notary Public

**NOTICE: BUILDING DEPARTMENT MUST BE NOTIFIED UPON COMPLETION OF WORK.**

**License and Insurance Requirements for Permits**

**Each Contractor**

- 1) Nassau County License
- 2) Proof of commercial General Liability Insurance. Description Box to read "Incorporated Village of Bellerose, all elected and appointed officials, employees and volunteers are included as primary and non-contributory additional insureds per the General Liability including Contractual Liability, 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.
- 3) Workers Compensation listing the Incorporated Village of Bellerose as the Certificate Holder
- 4) DB-120 (Disability) listing the Incorporated Village of Bellerose as the Certificate Holder

Please contact the Building Department @ 516-354-1000 or 516-315-4769 for assistance.

**INSURANCE REQUIREMENTS FOR OBTAINING A PERMIT &/OR TO REGISTER /  
LICENSED CONTRACTOR TO WORK WITHIN THE MUNICIPALITY**

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Applicant shall maintain at a minimum the following insurance coverages, giving evidence of same to the Incorporated Village of Bellerose, on the form of Certificates of Insurance stating all work performed at any and all locations, copy of the Additional Insured Endorsement, providing 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 should read: **Incorporated Village of Bellerose**  
50 Superior Road  
Bellerose, NY 11001

**Description Box to read:**

**Incorporated Village of Bellerose**, all elected and appointed officials, employees and volunteers are included as primary and non-contributory additional insureds per the General Liability including Contractual Liability, 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.

**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 Bellerose
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

**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 Fire Legal (Any one Fire) \$ 50,000 Medical Exp. (Any one Person) \$ 5,000

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Additional Insured	Incorporated Village of Bellerose and all appointed and elected officials, employees and volunteers Using ISO form CG2026 or equivalent on a primary and non-contributory basis.
Mandatory	Contractual Liability to cover the Hold Harmless; Waiver of Subrogation in favor of all Additional Insureds

**III. AUTOMOBILE INSURANCE**

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 Bellerose 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 Bellerose and all appointed and elected officials, employees and volunteers

**V. HOLD HARMLESS/INDEMNIFICATION AGREEMENT**

The applicant/contractor shall indemnify, defend and hold the Incorporated Village of Bellerose and all appointed and elected officials, employees and volunteers of the Incorporated Village of Bellerose harmless against any claim of liability or loss including the cost of defense for personal injury or property damage resulting from or arising directly or indirectly out of, or resulting from, the permit holder's or Licensee's operations within the Municipality/Village, including losses arising out of the negligent acts or omissions of the contractor, its servants or agents, and any subcontractors, its servants or agents.

IN WITNESS WHEREOF, the undersigned has duly executed this Agreement the \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Witness:

\_\_\_\_\_  
Applicant - Name of Firm - Contractor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
(Please Print Name and Title)

**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, <http://www.wcb.state.ny.us/> 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 Building permit.