



FLBOA Finger Lakes Building Officials Association, Inc.

An Affiliated Member of the New York State Building Officials Conference

CERTIFICATE OF ATTESTATION OF EXEMPTION (CE-200) FOR OWNER OCCUPIED SINGLE FAMILY DWELLINGS

New York State Workers Compensation Law requires that all applicants for a building permit submit a copy of their worker's compensation and disability insurances. As a homeowner, under normal conditions, you will not have worker's compensation and/or disability insurance. Therefore, New York State has set up an online application in which you can receive an affidavit attesting that you are not required to have worker's compensation or disability insurance. This document is called a CE-200. **This is the only document we can accept as proof of exemption for worker's compensation and/or disability.**

Instructions for completing a CE-200.

1. Navigate your internet browser to <https://www.wcb.ny.gov/icexempt/>
2. On this page complete the form. You will create a four-digit pin. Write this pin down as you may need it to create additional CE-200 forms in the future. Complete the form and click "Sign On"
3. Read the overview page and click "Continue."
4. Read the overview page continued and click "Continue."
5. Complete the biographic data page. This page includes first name, last name, address, email. For the title field use "Homeowner." After completion of this form click "Continue."
6. Complete the legal entity information. For the field "Doing Business As", you will leave this field blank. You will also click the box for the "Address Same as Applicant". Please be sure to complete the phone number and social security number field. You will not be able to move forward on the application without completing these fields. After completion of this form click "Continue."
7. Complete the Permit / License / Contract Information page. Under nature of business you will put "Homeowner." For the "Applying for" section you must put in "**Building Permit**". The issuing agency is the "**municipality issuing the building permit**". After completion of this form click "Continue."
8. Complete the Job Site Location page. When completing this form please ensure to give yourself a wide margin on the dates of your project. You can use up to one year as the time frame for your project. The address of work should be your home address. Be sure to include "**Name of County**".

9. Complete the Workers Compensation Exemption form. On this page there are multiple options in which you can state why you qualify for exemption. The following are common reasons:

H – This means you are the homeowner and are not compensating anyone for the project. You are going to be acting as your own general contractor.

K – This means you are hiring a sub-contractor and will be acting as your own general contractor.

After completion of this form click “Continue.”

10. Complete the Disability Exemption form. On this page there are multiple options in which you can state why you qualify for exemption. The following is a common reason:

F – This means you are the homeowner and are not compensating anyone for the project. You are going to be acting as your own general contractor.

After completion of this form click “Continue.”

11. Read the closing statement page. After reading the closing statement page click “Continue.”

12. On the certificate submission page, click “Agree” to agree to the statements. Click “Process Certificate” to complete the application.

13. The next page will bring you to the list of certificates under your name. Click the exemption form you just completed. It will have a certificate number in the format of 2018-025180 for example.

14. Print the form. Please sign the document and bring the original form into the Building Department.

They cannot accept emailed or copies of the form.