



CITY OF WATERTOWN, NEW YORK  
BUREAU OF CODE ENFORCEMENT  
Suite 105, City Hall  
245 Washington Street  
Watertown, New York 13601-3380  
Telephone (315) 785-7735

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## INFORMATION THAT IS REQUIRED FOR THE ISSUANCE OF A BUILDING PERMIT OR MAINTENANCE AND REPAIR PERMIT

**\*\*depending on your job scope some of the below listed items may not apply\*\***

The following items are **ALL** required for an application to be reviewed and a permit issued:

1. Signature Authorization signed by the Property Owner allowing you or the contractor (the person legally physically signing the permit once it has been approved and prepared), allowing the contractor to perform the work and obtain the permit.
2. Scope of work including locations of work, type of work, and materials. (Depending on the scope of work design documents prepared by a New York State Architect or Engineer may be required.)
3. An asbestos survey is required for all materials which are to be removed / demolished. If asbestos is present, NYS DOL permit information is required to be submitted to this department (variance, or abatement information, air monitoring and clearance letters for the certified company performing work / monitoring).
4. Commercial General Liability, for the company performing the work (contractor), is required to be on an **Acord 25** form and the "City of Watertown, 245 Washington Street, Watertown, NY 13601" is required to be listed as the certificate holder.
5. Workers Compensation Insurance, for the company performing the work (contractor), is required to be on a **C-105** or **U-26.3** form and "City of Watertown, 245 Washington Street, Watertown, NY 13601" is required to be listed as the certificate holder. \*\*If you are the sole proprietor of the construction company and do not have Workers Comp- you must submit a CE-200. The link is listed below:  
[http://www.wcb.ny.gov/content/ebiz/wc\\_db\\_exemptions/requestExemptionOverview.jsp](http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp)
6. If the owner of an owner-occupied dwelling is doing the work, an Affidavit of Exemption must be filled out.
7. A total cost of the proposed work.