

CITY OF ALBANY

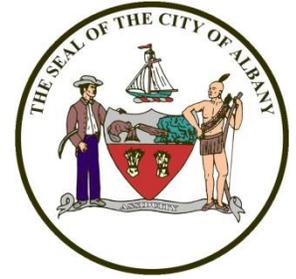
DEPARTMENT OF BUILDINGS & REGULATORY COMPLIANCE

200 Henry Johnson Boulevard

Albany, NY 12210

Phone (518) 434-5165

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CLASS B LICENSE APPLICATION

Electricians and plumbers licensed in reciprocating municipalities but not Albany may apply for a temporary Class B license which will authorize them to work on a particular project. For a list of reciprocating municipalities, see below. This form is for individuals seeking a Class B license and must be accompanied by an application for a permit to do the work for which the Class B license will be issued. This application must be submitted in person so that Department staff may confirm the identity of the applicant and properly notarize the application. The fee for a Class B license application is \$400.

APPLICANT INFORMATION

NAME: _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

TYPE OF WORK FOR WHICH THE CLASS B LICENSE IS SOUGHT:

ELECTRIC

PLUMBING

OTHER (EXPLAIN)

JOB SITE ADDRESS FOR WHICH LICENSE IS SOUGHT:

MUNICIPALITY WHERE APPLICANT IS LICENSED: _____

LICENSE No.: _____

HOW WOULD YOU LIKE TO RECEIVE YOUR LICENSE (PLEASE CHOOSE ONE): A.) PICK UP OR B.) BY MAIL

IF YOU WOULD LIKE TO RECEIVE YOUR LICENSE BY MAIL, PLEASE INCLUDE A STAMPED SELF-ADDRESSED ENVELOPE.

ADDITIONAL DOCUMENTATION

IN ORDER TO PROCESS THIS APPLICATION, WE NEED 1) A COPY OF YOUR LICENSE, 2) A COPY OF YOUR INSURANCE, AND 3) A COPY OF YOUR GOVERNMENT ISSUED ID (DRIVER'S LICENSE, PASSPORT, ETC.).

AFFIDAVIT

THIS APPLICATION HAS BEEN FILLED OUT BY ME AND THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE. IF I AM GRANTED A CLASS B LICENSE, I AGREE TO FULLY COMPLY WITH ALL APPLICABLE LAWS, CODES, AND ORDINANCES, INCLUDING AND ESPECIALLY THOSE OF THE CITY OF ALBANY.

SIGNATURE

STATE OF NEW YORK :

COUNTY OF ALBANY :

ON THIS ____ DAY OF _____, _____, BEFORE ME CAME _____,
TO ME KNOWN TO BE THE PERSON DESCRIBED IN AND TO HAVE EXECUTED THE FOREGOING INSTRUMENT.

NOTARY PUBLIC OR COMMISSIONER OF DEEDS

STAFF USE ONLY

PERMIT No.: _____ APP. FEE: _____ REC'D BY: _____

DATE REC'D: _____ DATE ISSUED: _____ ASSIGNED TO: _____ SCANNED BY: _____

STAFF USE ONLY

A CLASS B LICENSE IS HEREBY GRANTED TO THE ABOVE INDIVIDUAL FOR WORK RELATED TO PERMIT NO. _____.
THE FOLLOWING ADDITIONAL CONDITIONS APPLY TO THIS APPROVAL:

GRANTED BY: _____

DATE: _____

TITLE: _____

List of Reciprocating Municipalities

ELECTRICIAN'S LICENSE

- CITY OF AMSTERDAM
- GREENE COUNTY
- CITY OF KINGSTON
- CITY OF POUGHKEEPSIE
- CITY OF SCHENECTADY
- TOWN OF SCHROON LAKE
- CITY OF TROY

PLUMBER'S LICENSE

- CITY OF GLENS FALLS
- TOWN OF NISKAYUNA
- CITY OF SCHENECTADY
- CITY OF TROY

Class B License Information

Duration. Class B licenses are limited to work on a specific permit and terminate upon completion of the work allowed by that permit. Class B license holders are expected to comply with all applicable laws related to work they are licensed to do.

Class A Licenses. Licenses are granted by independent licensing boards, not by this Department, on a yearly basis. Applications for Class A licenses are available from our office and we will put you in contact with the relevant board should you wish to pursue a Class A license.

Inspections. All projects are subject to a rough and a final inspection and no inspection may occur until all the necessary materials have been submitted to the department. Please request inspections at least 24 hours in advance and no inspection request will be accepted by voice or email without express confirmation from our inspector.

Stop Work Orders. If it is determined that work has been done beyond what is allowed in a permit or in violation of any conditions above, the applicant will be subject to a stop work order and concomitant fee of \$300 per violation.

Project Commencement. Work on a project may not be commenced prior to issuance of the permit except in emergency situations where the applicant has secured the explicit approval of the inspector assigned to the permit. If work begins prior to the permit being issued, the applicant will be at risk of receiving a stop work order and may be required to redo noncompliant work.

Project Completion. Upon completion of your project, the applicant must to contact BRC to schedule a closing inspection to ensure that the work done was in fact legal and code compliant.

Worker's Compensation. As per NY GML § 125, we cannot issue a permit without proof of worker's compensation insurance. From contractors, we will need one of the following: 1) WCB form C-105.2 or U-26.3, 2) WCB form SI-12 or GSI -105.2, 3) WCB form CE-200, and/or 4) WCB form DB 120.1 or 120.2.

Insurance. For work being done in the City, either the owner of the contractor is required to have a liability policy naming the City of Albany as insured or co-insured covering the work described in the permit application. This liability policy must be, at minimum, in the following amounts:

- a) \$100,000.00 – Personal Injury – single incident
- b) \$300,000.00 – Personal Injury – cumulative
- c) \$50,000.00 – Property Damage

Proof of Insurance. Before we may issue an electrical permit, we must have proof of insurance. A **contractor may file** an Owner's and Contractor's Protective Liability Policy, naming the City of Albany as an additional insured, for the individual job, in the required amounts; or the contractor may file a blanket policy with the City, covering all work to be undertaken within the period of the policy.

Code Justification Letter. For complex projects, code justification letters are strongly encouraged and will greatly expedite the issuance of your permit.