

Instructions to obtain a “CE-200”

aka “Certificate of Attestation of Exemption” from Workers Compensation

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- 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 performing your own construction work**, under normal conditions, you will not have worker’s compensation and/or disability insurance.
- **Contractors specifically exempt** from being required to carry worker’s compensation and/or disability insurance must also submit a “CE-200” for a building permit application.
- Therefore, New York State has set up an online (ONLY) 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.
- An issued certificate is *applicable to one particular permit only*. A different permit requires another unique certificate.

Instructions for completing a CE-200...

1. Go to https://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp.
 - Scroll down and note that a **Guide for Businesses and Homeowners** is provided on that website as well. Take a look and then come back to this page.
 - Scroll down a little more for the **ACCESS WEB-BASED EXEMPTION APPLICATION**.
Click the link box to continue.

2. **NOTE: The process diverges to Homeowner or Business at this point. These instructions reference Homeowner, but the Business process will be similar.**

2-a. Scroll down to **Apply Online as a Homeowner**.

Click the link box to continue.

-OR-

2-b. Scroll down to **Apply Online as a Business**.

Click the link box to continue.

3. Assuming this is your **first time**, you will need a NY.GOV ID...
Click **Register Here** to continue.
4. A drop-down box will appear to advise you that you are leaving the NY Business Express site. (It’s okay.)
Click **Proceed** to continue.
5. Complete the Self Registration pages.
Create a four-digit PIN.
Save this PIN. (You may need it to create additional CE-200 forms in the future.)
Finish completing the form and click **“Sign On.”**
6. Read and click through (“**Continue**” to) the overview pages.
7. Complete your biographic data page.
For the title field use “Homeowner.”
After completion of this form click **“Continue.”**

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8. Complete the legal entity information.
For the field “Doing Business As”, *Homeowners* will leave this field blank.
Also, click the box for the “Address Same as Applicant”.
Complete the remaining fields.
After completion of this form click “**Continue.**”
9. 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*” (Town of Canadice.)
After completion of this form click “**Continue.**”
10. Complete the Job Site Location page.
Give yourself a wide margin on the dates of your project - up to one year.
The address of work should be your home address.
After completion of this form click “**Continue.**”
11. Complete the *Workers Compensation Exemption* form.
There are multiple options in which you can state why you qualify for exemption.
Common reasons are:
 - H – 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.**”
12. Complete the *Disability Exemption* form.
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.**”
13. Read the *closing statement page*.
After reading the closing statement page click “**Continue.**”
14. On the certificate submission page, click “Agree” if you agree with the statements.
Click “**Process Certificate**” to complete the application.
15. The next page will bring you to the list of certificates under your name.
Select the exemption form you just completed.
It will have a certificate number (in the format of 2025-012345 *for example.*)
16. **PRINT** the *Certificate of Attestation of Exemption* form.
SIGN and SUBMIT the ORIGINAL form with your permit application.
Emailed scans or copies of the form cannot be accepted. **Submit the original.**