

## Homeowner Instructions to obtain a “CE-200”

aka “Certificate of Attestation of Exemption” from Workers Compensation

- 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.
- 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](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. Scroll down to **Apply Online as a Homeowner**.  
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.

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7. Complete your biographic data page.

For the title field use “Homeowner.”

After completion of this form click “Continue.”

8. Complete the legal entity information.

For the field “Doing Business As”, you 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.”

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.”

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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 2024-012345 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.**