

HOME IMPROVEMENT CONTRACTOR REGISTRATION FORM

The following information is required to register as a home improvement contractor.
 (Licensed Electricians & Plumbers are deemed registered if holding valid license)

Instructions:

1. For a business owned by an individual (sole proprietor) complete sections 1, 2 & 3
2. For a partnership or corporation complete sections 1, 2 & 3 and provide additional information for officers of corporations as necessary.
3. Note that the Firm Name, Address, Phone number, type of business and verification of registration will be made publicly available in the building department offices and on the Town of Amherst website. (Personal information will be held in confidence per NYS Freedom of Information Requirements.)

Business Type		<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Domestic Corporation	<input type="checkbox"/> Foreign Corporation
1	Firm Name:				
	Firm Address:				
		Street	City	State/Zip	
	Phone:		Cell Phone:		Fax:
	EMAIL:				
	Type of business:				
	# Years in business:				
	Approx # of employees:				
Attach proof of Workers Comp and Disability Insurance – See Workers Comp Handout					
		<input type="checkbox"/> Owner	<input type="checkbox"/> Partner	<input type="checkbox"/> Corporate Officer	<input type="checkbox"/> Other (Agent)

2	Name:			D.O.B.
	Home Address:			
		Street	City	State/Zip
	Phone:		Cell Phone:	Fax:
	EMAIL:			

Photograph of Applicant (drivers license copy acceptable)

Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, 20 ____

Notary Public, Erie County, New York

Registration Fee \$25 Paid Date: _____

Receipt is hereby acknowledged of the sum of \$ _____
 being the permit fee established by the Town Board of Town of Amherst, N.Y.

Receipt# _____

ADDITIONAL PARTNERS OR OFFICERS IF A CORPORATION:

Owner Partner Corporate Officer Other (Agent)

3	Name:			D.O.B.
Home Address:				
		<small>Street</small>	<small>City</small>	<small>State/Zip</small>
Phone:		Cell Phone:		Fax:
EMAIL:				

Owner Partner Corporate Officer Other (Agent)

4	Name:			D.O.B.
Home Address:				
		<small>Street</small>	<small>City</small>	<small>State/Zip</small>
Phone:		Cell Phone:		Fax:
EMAIL:				

Owner Partner Corporate Officer Other (Agent)

5	Name:			D.O.B.
Home Address:				
		<small>Street</small>	<small>City</small>	<small>State/Zip</small>
Phone:		Cell Phone:		Fax:
EMAIL:				

Owner Partner Corporate Officer Other (Agent)

6	Name:			D.O.B.
Home Address:				
		<small>Street</small>	<small>City</small>	<small>State/Zip</small>
Phone:		Cell Phone:		Fax:
EMAIL:				

Contractor Type Building Plumbing Electrical Heating
 Roofing/Siding Home Improvement

For Departmental Use	
Cont Code	:
Exemption	:
Workers Comp	:
NYS Disability	:
Notes:	

The following is an excerpt from the Code of the Town of Amherst

Chapter 83 Building Construction Administration

Section 83-1-7 Definitions

Home improvement - means any work requiring a permit performed on an existing dwelling unit and/or the premises that it is located upon for the repairing, remodeling, altering, converting, improving or modernizing of, or adding to the dwelling unit or associated premises.

Home Improvement Contractor - means a person, partnership, firm or corporation which owns or operates a home improvement business or who undertakes, offers to undertake or agrees to perform any Home Improvement for a fee. Home Improvement Contractor does not include a person, partnership, firm, corporation, landlord, cooperative corporation, condominium board of managers, joint tenant or co-tenant that owns, in whole or in part, the property to be improved.

Section 83-4-9 Home Improvement Contractor Registrations.

9-1. No Home Improvement Contractor shall do any work that requires a building, plumbing, electrical or fire prevention permit on any premises being used in whole or in part for residential purposes in the Town of Amherst unless first duly registered in a manner required by this Part. A license issued in accordance with this Part IV shall also constitute the registration required in this section. For purposes of this §83-4-9, the registration requirements of this Part shall not apply to a property owner doing work on residential premises owned by him, provided that he has obtained the required permits and paid all required fees. The licensing requirements contained in Sections §§83-4-1 through 83-4-8 are not superseded by these registration regulations. All licensing regulations remain in effect.

Registrations shall be valid for a one-year period and can be issued at any time throughout a year.

9-2. Application for Registration. The application for a Home Improvement Contractor shall be prepared by the Commissioner of Building and at a minimum shall contain the following information:

If a person: The name, residence and business address of the applicant.

If a partnership: The name, residence and business address of each partner.

If a domestic corporation: The name and business address of the corporation; the names and residential addresses of the principal officers of the corporation.

If a foreign corporation: The date that the corporation was authorized to do business in the State of New York, the names of the officers and local agents and their residence and business addresses.

Whenever a residential address is required, the residential address shall be associated with real property. A Post Office Box address shall not be allowed.

A description of the specific type of business or work performed by the applicant.

The number of years the applicant has been engaged in the business for which the applicant is seeking registration.

Satisfactory evidence that the applicant has current coverage or an acceptable exemption certificate for Workers' Compensation.

Satisfactory evidence that the applicant has current coverage for New York State Disability Insurance.

A current and valid telephone number for the applicant.

The approximate number of persons to be employed by the applicant.

9-3. The fee for a Home Improvement Contractor registration is \$25.