

# Village of Depew

## Building Department

Municipal Building • 85 Manitou St. • Depew, NY 14043  
716-683-1400 ext. 123 • 716-683-3538 (fax)  
www.villageofdepew.org

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November 19, 2021

Dear Sir or Madam:

Please submit the following for renewal of your Plumber License for 2022. Failure to comply will prohibit the issuance of license or permits/inspections in the Village of Depew.

1. The enclosed "Application for Plumber's License" – Please write legibly, answer all questions, include complete mailing address with Zip Code and sign the document on the signature line.
  - a. **ANY and ALL individuals who will be working in ANY plumbing capacity in the Village of Depew must be licensed.** Journeymen must be listed under a Master Plumber. Journeymen MUST list HOME ADDRESS on application.
2. Fee: For 2022, the fees are listed on enclosed application payable by December 31, 2021 and will secure your license through December 31, 2022.
3. New York State Law requires that you show the Village of Depew:
  - a. A Certificate of Insurance showing separate Worker's Compensation policy number (C-105.2), a separate Disability policy number (DB-120.1) and a separate Liability policy number (ACCORD 25) with expiration dates. Certificate holder is to be the Village of Depew.  
**Please note that ACCORD 25 forms are NOT acceptable proof of New York State Workers' compensation or disability benefits insurance coverage.**
  - OR
  - b. Form CE-200 completely filled out and filed with the NYS Worker's Compensation Board. This form may be completed online with the NYS Workers Compensation Board ([businessexpress.ny.gov](http://businessexpress.ny.gov)) if you are not required by Law to carry Workmen's Compensation and Disability insurances.
  - c. **No Licenses or Plumbing Permits will be issued if you do not file ALL of the above documents with your application and fee. Do not send partial packages of required documents, they will not be processed and returned by MAIL.**
4. At this time the Village will not be holding our own test. *Please provide a photocopy of at least one current, valid plumber's license that was issued by neighboring TOWN or CITY municipalities; examples are the Town of Amherst, Town of Cheektowaga, or Town of Clarence.*
5. **ANY PLUMBER'S PERFORMING WORK IN THE VILLAGE OF DEPEW WITHOUT A PERMIT WILL HAVE THEIR LICENSES REVOKED.**
6. **You MAY NOT pull a permit for another Plumber/Company that is not licensed in the Village of Depew. Any Plumber caught pulling permits for another company will have their own license IMMEDIATELY REVOKED.**
7. Again, ALL INFORMATION MUST BE SUBMITTED EVERY YEAR. Incomplete packets will be returned via mail.

Sincerely,

  
Carmi M. DelConte  
Building Department Clerk

Enclosure

# VILLAGE OF DEPEW

## SEWER LATERAL REPAIR REQUIREMENTS

### § 187-19 Construction to conform to rules and regulations.

The size, slope, alignment, materials of construction of a building sewer, and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench, shall all conform to the requirements of the building and plumbing code as set forth in appropriate specifications of the ASTM and WPCF Manual of Practice No. 9; and PVC pipe in accordance with ASTM D-3034 SDR 35, or SCH 40, Asbestos Cement Pipe, or Asbestos Cement Pipe in accordance with ASTM C-428 for sanitary sewers service shall cover size of all pipes used in normal sewer extensions and subdivisions and trunk lines and laterals.

### § 187-20 Required elevation of building sewer.

The building sewer shall be brought to the minimum of 10 inches above cellar floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.

### § 187-21 Drainage connections to sanitary sewers prohibited.

No person shall make connection of roof downspouts, foundation drains, areaway drains or other sources of surface runoff or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer unless such connection is approved by the Superintendent for purposes of disposal of polluted surface drainage.

### § 187-22 Standards for connection to public sewer.

A. Applicable rules and regulations. The connection of the building sewer into the public sewer shall conform to the requirements of the building and plumbing New York State Uniform Fire Prevention and Building Code or other applicable rules and regulations of the Village, or the procedures set forth in appropriate specifications of the ASTM and the WPCF Manual of Practice No. 9. All such connections shall be made gastight and watertight and verified by proper testing. Any deviation from the prescribed procedures and materials must be approved by the superintendent before installation.

B. Superintendent to inspection connection. The applicant for the building sewer permit shall notify the Superintendent when the building sewer is ready for inspection and connection to the public sewer. The connection and testing shall be made under the supervision of the Superintendent or his or her representative.

C. Guarding of excavations; restoration. All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the Village.

**IT IS RECOMMENDED THAT ALL CLAY TILE LATERALS BE REPLACED IN THEIR ENTIRETY FROM FOUNDATION TO TAP.**

RECEIVED  
1/15/12  
DEPEW S.D. DEPT



# Certificate of Exemption

Instructions for obtaining and filing a Certificate of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200) through New York Business Express

## Follow these steps:

1. Go to **businessexpress.ny.gov**.
2. Select **Log-in/Register** in the top right hand corner.
3. If you **do not have** an NY.gov account, go to **step 4** to set up your account.  
If you **have** an NY.gov log-in and password, go to **step 16**.
4. Select **Register with NY.gov** under New Users.
5. Select **Proceed**.
6. Enter the following:
  - First and Last Name
  - Email
  - Confirm Email
  - Preferred Username (check if username is available)
7. Select **I'm not a robot**.
  - You may have to complete a Captcha Verification before proceeding.
8. Select **Create Account**.
  - If you already have an NY.gov account, the screen will display your existing accounts, either Individual or Business.
  - Do one of the following:
    - If the account(s) shown is an NY.gov Individual account, select **Continue**.
    - If the account(s) shown is an NY.gov Business account, select **Email Me the Username(s)**.
9. Verify that the account information is correct.
  - Select **Continue**.
10. An activation email will be sent.
  - If you do not receive an email, see the **No Email Received During Account Creation** page.
11. Open your activation email and select **Click Here**.
  - Specify three security questions.
12. Select **Continue**.
13. Create a password (must contain at least eight characters).
14. Select **Set Password**.
  - You have successfully activated your NY.gov ID.
15. Select **Go to MyNy**.
  - At the top of the screen select **Services**.
  - Select **Business**.
  - Select **New York Business Express**.
  - Select **Login/Register**. ★ You MAY already be signed in. Proceed to next step.
16. On the New York Business Express Home Page:
  - Scroll down to Top Requests and select **Certificate of Attestation, or**
  - Search Index A-Z for **CE-200**.
17. Select **How to Apply**:
  - Select **Apply as a Business, or**
  - Select **Apply as a Homeowner** (applies to those obtaining permits to work on their residence).
18. Complete application screens. ★ **NOTE:** When applying AS HOMEOWNER: It will STILL SAY Enter BUSINESS ADI. Enter your home address & Continue
19. Review Application Summary.
20. Attest and submit.

You will receive an email when your application has been Issued/Approved.

To view your certificate:

- Click **Access Recent Activity** from your email, **or**
- Access **businessexpress.ny.gov**, and then access your **Dashboard** (under your Log-In name on right).

Print and **sign** the **Exemption Certificate**.

Submit your **CE-200** for your license, permit or contract to the issuing Agency.



**Village of Depew**  
**85 Manitou St.**  
**Depew, NY 14043**  
**(716) 683-1400**

**APPLICATION FOR PLUMBER'S LICENSE**

<b>FEES:</b>	_____	MASTER PLUMBER	\$100.00
	_____	SEWER	\$100.00
	_____	YARD DRAINAGE / SITE WORK	\$100.00
	_____	JOURNEYMAN	\$ 25.00

NAME: \_\_\_\_\_  
 (PLEASE PRINT LEGIBLY)

EMAIL ADDRESS: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_  
 (NUMBER & STREET) (CITY/TOWN) (ZIP CODE)

BUSINESS PHONE NO: \_\_\_\_\_ HOME PHONE NO: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

- Did you obtain a Village of Depew License for the past year: Yes No
- Municipalities in which applicant holds current licenses (MUST SUBMIT A COPY OF AT LEAST 1):

MUNICIPALITY

LICENSE NUMBER:

\_\_\_\_\_

\_\_\_\_\_

3. Has any Plumber's License issued in any municipality to you ever been revoked or suspended? \_\_\_\_\_

4. Will you have Journeyman's working in the Village of Depew? \_\_\_\_\_ How Many? \_\_\_\_\_

5. Names of Journeymen working for your company: COMPLETE LIST IN PACKET

6. Name of Master Plumber Journeyman will be working under: \_\_\_\_\_

**Note: If a Journeyman will be working under you, they MUST obtain a Village of Depew license also.**

7. **ANY PLUMBER PERFORMING WORK IN THE VILLAGE WITHOUT OBTAINING A PERMIT FIRST WILL HAVE THEIR LICENSE REVOKED.**

8. If all insurances are not up to date at the time of permit application, PERMIT WILL NOT BE ISSUED until updated Certificates are in the office.

**\*\*\*DUE TO RECENT ISSUES PLEASE SUBMIT A LIST OF AUTHORIZED PERSONEL THAT ARE AUTHORIZED TO PULL PERMITS FOR YOUR COMPANY. Please complete the form located in this packet. It is YOUR RESPONSIBILITY TO KEEP YOUR LIST OF AUTHORIZED PERSONNEL UP TO DATE WITH OUR OFFICE. If the applicant's name is not on the list, the permit will not be issued to them. IF there are NONE, please state NONE and return with application.\*\*\***

**You MAY NOT pull a permit for another Plumber/Company that is not licensed in the Village of Depew. Any Plumber caught pulling permits for another company will have their own license IMMEDIATELY REVOKED.**

I hereby certify that I am familiar with the Sanitary Code and the Zoning Ordinance of the Village of Depew and Plumbing Standards of the New York State Building Construction Code, and I agree not to perform any work without first obtaining a Permit.

I, furthermore, understand that any License issued to me may be suspended or revoked and that I may also be prosecuted in the event I permit persons not employed by me to perform work under my License or in the event work is performed in violation of the Zoning Ordinance.

**I further understand that any person employed by me as a Journeyman Plumber, shall personally apply with the Village Clerk stating his name, age, home address and name of employer, and shall file a written statement from such employer that he is so employed and must pay the proper license fee (see fee listed above).**

\_\_\_\_\_  
(Print Name Legibly)

\_\_\_\_\_  
(Signature)

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*FOR OFFICE USE ONLY:*

DATED: \_\_\_\_\_

PHOTOCOPY OF VALID/CURRENT PLUMBERS LICENSE SUBMITTED

Workers Compensation  Liability  Disability  CE-200

Authorized Personnel List  Journeymen List

LICENSE NO: 2022- \_\_\_\_\_, expiring December 31, 2022

\_\_\_\_\_  
Approved by Code Enforcement Office

# 2021 AUTHORIZATION FORM

**COMPANY NAME:** \_\_\_\_\_

INDIVIDUALS AUTHORIZED TO OBTAIN PERMITS WITH THE VILLAGE OF DEPEW INCLUDE:

<b>NAME:</b>	<b>POSITION/TITLE:</b>	<b>DATE:</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____

**NOTES: (removals/additions/reasons)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2021 JOURNEYMAN LIST

**COMPANY NAME:** \_\_\_\_\_

**NAME: (PLEASE PRINT)**

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**NOTES: (removals/additions/reasons)**

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