



NYC Department of Buildings
280 Broadway, New York, NY 10007

Susan Long, Director
Licensing Unit
212.566-4100
212.566-3745 fax

December 15, 2005

Dear Licensed Electrician:

I write to remind you about insurance policies for licensed electricians in 2006.

- **Insurance:** Master Electricians are required to submit certificates of insurance for General Liability, Workers Compensation and Disability. Please see [Guidelines for Keeping Insurance Current](#). For each type of insurance we will only accept the forms listed below:

General Liability: Accord 25 (2001/08)
Workers Compensation: U26.3 - Only for NYS Insurance Fund
 C105.2 (12/03)
 GSI 105.2 (2/02) - Certificate of Participation in Workers' Compensation
 Group Self-Insurance
Disability: DB 120.1 (4/99)

If you do not have employees, you must submit an original Affidavit of Exemption from Workers Compensation and Disability, WC/DB-100 (12/03), in lieu of Workers Compensation and Disability certificates. The Affidavit can be obtained at the Workers Compensation Board, 111 Livingston Street, Brooklyn, NY 11201 – (718) 802-6600.

On all forms, the Certificate Holder box should read “NYC Department of Buildings, Licensing Unit.” Electrical licenses are no longer issued by the Bureau of Electrical Control.

Please note that if your insurance expires, you will not be allowed to file applications.

Submit renewed or updated insurance certificates to the Department’s Licensing Unit:

By Fax: (212) 566-3745, OR
In person or by mail: 280 Broadway, 6th Floor, New York, NY 10007

Sincerely,

Susan Long
Director, Licensing Unit