

[ Home Improvement Contractor logo/letterhead here ]

<b>Home Improvement Contractor (HIC) Name</b>	
D/B/A	NYC DCWP HIC License Number
HIC Office Address	
HIC Phone Number	HIC Email
<input type="checkbox"/> Cell <input type="checkbox"/> Day <input type="checkbox"/> Night ( <i>check one</i> )	

<b>Consumer Name</b>
Consumer Address
Phone
<input type="checkbox"/> Cell <input type="checkbox"/> Day <input type="checkbox"/> Night ( <i>check one</i> )
Date of Contract
Address of Home Improvement Job (if different from above)

**Check the box that applies:**

- No permits are foreseeably required to complete the work specified in the Consumer’s home improvement contract.
- Permits are required to complete the work specified in the Consumer’s home improvement contract.
  - This disclosure lists all required permits.
  - *The HIC must ensure that the appropriate party obtains required permits.* The appropriate party may be the HIC or another licensed professional like a plumber, architect, or engineer. Permit details include this information.



<b>PERMIT #3</b>	
Type of Permit	
Reason for Permit	
Party That Will Obtain Permit <input type="checkbox"/> HIC <input type="checkbox"/> Other: _____ _____	Estimated Permit Fee(s) \$ _____
Issuing City Agency	Agency Website or Permitting Contact
Step(s) to Obtain Permit	
How to Verify Status of Permit (Relevant City Databases)	

<b>PERMIT #4</b>	
Type of Permit	
Reason for Permit	
Party That Will Obtain Permit <input type="checkbox"/> HIC <input type="checkbox"/> Other: _____ _____	Estimated Permit Fee(s) \$ _____
Issuing City Agency	Agency Website or Permitting Contact
Step(s) to Obtain Permit	
How to Verify Status of Permit (Relevant City Databases)	

See additional details attached.

\_\_\_\_\_

Date

Signature of Consumer

Print Name of Consumer