



Insurance Tracking Number

To obtain an Insurance Tracking Number, submit the following documents in person, by mail or email (from insurance broker) to:

Mail

New York City Department of Buildings
Attn: Licensing & Exams Unit
280 Broadway, 6th Floor
New York, NY 10007

Email

GCinsurance@buildings.nyc.gov

- Original Workers' Compensation Certificate

Accepted Forms

- U26.3 – Certificate of Workers' Compensation Ins (NYS Insurance Fund **only**)
- C105.2 (09/15) – Certificate of Workers' Compensation Insurance
- GSI 105.2 (2/02) – Certificate of Participation in Workers' Compensation

- Original Disability Insurance Certificate with business phone number and Federal Employer Identification Number (EIN)

Accepted Forms

- DB 120.1 (12-13) – Certificate of Compliance with Disability Benefits Law
- DB 120.1 (09-15) – Certificate of Compliance with Disability Benefits Law

- Make sure to include the Contractor's name and phone number on the certificates

With a tracking number, you are permitted to all work **except** the following:

- New Building construction
- Demolition work
- Work involving the placement of 2,000 cubic yards or more of concrete
- Vertical or Horizontal alterations that add more than 25% to an existing building's floor area
- Alteration work that adds three or more stories
- Alteration work that removes more than 50% of an existing building's floor area
- Alteration work to remove one or more floors