

To obtain an Insurance Tracking Number, provide the **first** and **last** name of the owner and submit the following documents in **person** or **email (from insurance broker)**

In-person

New York City Department of Buildings
Attn: Licensing & Exams Unit
280 Broadway, 1st 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 (09/17) – 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 (09/17) – Certificate of Compliance with Disability Benefits Law
- DB 120.1 (10/17) – Certificate of Compliance with Disability Benefits Law
- DB 120.1 (01/18) – Certificate of Compliance with Disability Benefits Law

- Make sure to include the Contractor's name and phone number on the certificates
- Must provide proof of **EIN #**: acceptable **forms**; (**SS-4, Application of Authority or Confirmation letter from IRS**)

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 the floor area of an existing building
- 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