

INCORPORATED VILLAGE OF PLANDOME MANOR
NASSAU COUNTY, NEW YORK
Change of Contractors

SECTION: _____ **BLOCK:** _____ **LOT(S):** _____

ADDRESS OF CONSTRUCTION: _____, **Plandome Manor, NY**

Owner's Information:

Business/Corporate Name: _____

Last: _____ First: _____

Street Address: _____ City, State, Zip: _____

Tele Number: _____

Email: _____

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1. Fill in all the information for the new contractor.
 2. Staples this form to the front of the contractor's license and insurances.
 3. **Note:** If the site is under construction and new contractor will be completing the job, attach a letter on the new contractor's letterhead explaining what work they will be doing.
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LICENSE & INSURANCE REQUIREMENTS:

- Valid Nassau County License or Town License (Town must be in the county of Nassau)
- General Liability Insurance Certificate (Accord Form)
 - o The Village of Plandome Manor, 55 Manhasset Avenue, Manhasset, NY 11030
MUST BE LISTED AS THE Certificate Holder & Additionally Insured.
- Certificate of Worker's Compensation Insurance (U-26.3 state form, issued by the NYS Insurance Fund)
 - o The Village of Plandome Manor, 55 Manhasset Avenue, Manhasset, NY 11030
MUST BE LISTED AS THE Certificate Holder.
- Disability Insurance Certificate (DB-120.1 state form, issued by the NYS Workman's Compensation Board)
 - o The Village of Plandome Manor, 55 Manhasset Avenue, Manhasset, NY 11030
MUST BE LISTED AS THE Certificate Holder.

New Contractor Information

Date: _____

Work type on site: _____
(Ex: GC, plumbing, electric, etc.)

Business/Corporate Name: _____

Last: _____ First: _____

Street Address: _____ City, State, Zip: _____

Tele Number: _____

Email: _____

License Number: _____ License Expiration Date: _____

Liability Insurance Expiration Date: _____

Worker's Compensation Expiration Date: _____

Disability Insurance Expiration Date: _____