



## Insurance Tracking Number

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To obtain an insurance tracking number, submit the following documents in person, by mail or email (from insurance broker):

Licensing Unit  
NYC Department of Buildings  
280 Broadway, 6<sup>th</sup> Floor  
New York, NY 10007  
licensingdob@buildings.nyc.gov

- Original Workers' Compensation Certificate  
Accepted Forms:
  - U26.3 – Certificate of Workers' Compensation Ins (NYS Insurance Fund only)
  - C105.2 (9/07) – Certificate of Workers' Compensation Insurance
  - GSI 105.2 (2/02) – Certificate of Participation in Workers' Compensation
  
- Original Disability Insurance Certificate  
Accepted Forms:
  - DB 120.1 (5/06) – Certificate of Compliance with Disability Benefits Law
  
- Make sure to include Contractor name and phone number on the certificates

With a tracking number, you are permitted to do 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