

# Codes Department

## Building project required document checklist

### Decks or Porches

- Diagram of proposed Deck with dimensions
- Material list
- Foundation and structural plan
- Railing and spindle plan
- Stair and handrail plan
- Contractor comp. and insurance
- Waiver of comp. and insurance if applicable
- Survey to show project location

### Swimming Pools

- Diagram of proposed location w/ dimensions on lot
- Copy of work proposal from contractor as well as insurance and comp.
- Fence plan, Height, gate plan
- Waiver of comp. and insurance if applicable

### Non-Habitable Buildings

- Copy of survey showing location of project
- Primary use of building
- Diagram with dimensions and prescriptive methods of construction
- Building materials list
- Contractor insurance and comp.
- Waiver of comp. and insurance if applicable

### Habitable Buildings

- Copy of survey showing the location of the project
- Over 1500 Sq/ft (Architects or engineered drawings stamped and signed) 3 sets
- Under 1500 Sq/ft Full set of plans as follows:
  - 1) Foundation plan w/ dimensions and prescriptive methods of construction
  - 2) Floor plans with dimensions and prescriptive methods of construction
  - 3) Wall plans with any openings and dimensions and prescriptive methods of construction
  - 4) Electrical plan with locations of outlets, fixtures and switches and wire size
  - 5) Plumbing plan with dimensions and locations.
  - 6) Truss or rafter plans
  - 7) Energy compliance certification and plan (Res-check)
  - 8) Septic plans
- Contractor insurance and comp.
- Waiver of comp. and insurance if applicable

### **Repairs or Alterations and additions**

Copy of survey showing the location of the project if needed

Architect or engineer plans (3 sets stamped and signed) if:

- 1) Greater than 1500 Sq/ft
- 2) Cost of more than \$20,000
- 3) Any changes that affect alteration of structural elements and or safety of structure

Regular plans by contractor or home owner if previous requirements not met which include:

- 1) Foundation as needed w/ prescriptive methods of construction
- 2) Floor plan as needed w/ prescriptive methods of construction
- 3) Wall plans with openings and dimensions as needed w/ prescriptive method of construction
- 4) Electrical plans as needed
- 5) Plumbing plans as needed
- 6) Truss or rafter plan as needed
- 7) Energy compliance certification and plan (Res-check) as needed

Contractor insurance and comp.

Waiver of comp. and insurance if applicable

Signed asbestos/lead affirmation as needed

### **Commercial Buildings**

Copy of survey showing location of the project

Site plan

Use of the structure

Architectural or Engineers drawings (stamped and signed) 3 sets

Approval of planning board and/or historical committees as needed

Contractor insurance and comp.

### **Fences or retaining walls**

Copy of survey showing project location and dimensions

Prescriptive methods of construction

Contractors insurance and comp.

Waiver of comp. and insurance if applicable

### **Demolition**

Proposed work to be done

Contractor insurance and comp. or signed waiver if home owner

Signed asbestos/lead affirmation as needed

Permit Application

UFPO PERMIT NO. \_\_\_\_\_

READ INSTRUCTIONS ON REVERSE BEFORE COMPLETING THIS APPLICATION

PRE-APPLICATION FOR ZONING AND BUILDING PERMIT

Date Submitted \_\_\_\_\_ Map No. \_\_\_\_\_ Permit No. \_\_\_\_\_  
 Date Approved \_\_\_\_\_ Zoning District \_\_\_\_\_ Occupancy \_\_\_\_\_  
 Date Denied \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_ Construction \_\_\_\_\_  
 Receipt No. \_\_\_\_\_ Check No. \_\_\_\_\_

Approved By \_\_\_\_\_

Print or Type clearly and fill in all spaces that apply!

Application is hereby made to the Code Enforcement Officer for the insurance of a Zoning and Building Permit to all applicable codes, ordinances and laws regulating and governing the erection, construction, enlargement, addition, alteration, repair, replacement, improvement, removal, demolition, conversion and/or change in the nature of the occupancy of any building or structure within the boundaries.

Address of Property: \_\_\_\_\_

Lot Number: \_\_\_\_\_ Tract: \_\_\_\_\_

Property Owner  Tenant

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

Tenant Company Name: \_\_\_\_\_ Fax #: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

General Contractor • (If OWNER doing all work under this Permit Application, check here \_\_\_\_\_)

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

(Contractor to attach a copy of certificate of insurance including liability, workers compensation and disability insurance or NYS exemption certificate)

Nature of Work (check all applicable)

- New       Addition       Alteration       Repair       Demolition/Removal       Fire Repair       Roofing
- Move Building       Sign       Fence       Shed       Swimming Pool/Spa       Foundation Only       Chimney
- Fire Sprinklers       Tenant Alteration       All Others \_\_\_\_\_

Describe proposed work, including use and size of all items check above: \_\_\_\_\_

Property Use: Current (ie: one-family/office/etc.) \_\_\_\_\_ Proposed \_\_\_\_\_

Proposed: Floor area: \_\_\_\_\_ Garage: \_\_\_\_\_ Other: \_\_\_\_\_ # Units: \_\_\_\_\_

Proposed: Floor area: \_\_\_\_\_ Garage: \_\_\_\_\_ Other: \_\_\_\_\_ # Units: \_\_\_\_\_

Building Area: \_\_\_\_\_ Sq. Ft. Building Height: \_\_\_\_\_ Ft. Stories: \_\_\_\_\_

Setbacks: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Left: \_\_\_\_\_ Right: \_\_\_\_\_

Property Located in Flood Zone:  Yes  No Property Located in Wet Lands:  Yes  No Easements:  Yes  No

Electrical Permit No. \_\_\_\_\_ Plumbing-Water-Sewer Application \_\_\_\_\_

Estimated VALUE of all work, materials and labor for the work under this application: \$ \_\_\_\_\_

The below signed applicant has read the instruction for Application for Zoning and Building Permit. The below signed applicant hereby affirms under the penalty of perjury that to the best of his/her knowledge and belief the information given and accompanying this Application for Zoning and Building Permit is accurate and true. The applicant agrees to comply with all applicable laws, ordinances and regulations; that all statements contained in this application are true to the best of his/her knowledge and belief and that all work will be performed in the manner set forth in the application and in the plans and specifications filled therewith. All inspections must be requested by the applicant before final and certificates of compliances or occupancy are issued.

Signature of Applicant: \_\_\_\_\_

# Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

*\*\*This form cannot be used to waive the workers' compensation rights or obligations of any party.\*\**

**Under penalty of perjury**, I certify that I am the owner of the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- I am performing all the work for which the building permit was issued.
- I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- ◆ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a CE-200 exemption form; OR
- ◆ have the general contractor, performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

\_\_\_\_\_  
(Signature of Homeowner)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Homeowner's Name Printed)

Home Telephone Number \_\_\_\_\_

Property Address that requires the building permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<p><i>Sworn to before me this _____ day of</i></p> <p>_____, _____.</p> <p>_____ <i>(County Clerk or Notary Public)</i></p>
---

**Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.**

LAWS OF NEW YORK, 1998  
CHAPTER 439

The general municipal law is amended by adding a new section 125 to read as follows:

125. ISSUANCE OF BUILDING PERMITS. NO CITY, TOWN OR VILLAGE SHALL ISSUE A BUILDING PERMIT WITHOUT OBTAINING FROM THE PERMIT APPLICANT EITHER:

1. PROOF DULY SUBSCRIBED THAT WORKERS' COMPENSATION INSURANCE AND DISABILITY BENEFITS COVERAGE ISSUED BY AN INSURANCE CARRIER IN A FORM SATISFACTORY TO THE CHAIR OF THE WORKERS' COMPENSATION BOARD AS PROVIDED FOR IN SECTION FIFTY-SEVEN OF THE WORKERS' COMPENSATION LAW IS EFFECTIVE; OR

2. AN AFFIDAVIT THAT SUCH PERMIT APPLICANT HAS NOT ENGAGED AN EMPLOYER OR ANY EMPLOYEES AS THOSE TERMS ARE DEFINED IN SECTION TWO OF THE WORKERS' COMPENSATION LAW TO PERFORM WORK RELATING TO SUCH BUILDING PERMIT.

### Implementing Section 125 of the General Municipal Law

#### 1. General Contractors -- Business Owners and Certain Homeowners

For businesses and certain homeowners listed as the general contractors on building permits, proof that they are in compliance with Section 57 of the Workers' Compensation Law (WCL) is ONE of the following forms that indicate that they are:

- ◆ insured (C-105.2 or U-26.3),
- ◆ self-insured (SI-12), or
- ◆ are exempt (CE-200),

under the mandatory coverage provisions of the WCL. Any residence that is not a 1, 2, 3 or 4 Family, Owner-occupied Residence is considered a business (income or potential income property) and must prove compliance by filing one of the above forms.

#### 2. Owner-occupied Residences

For homeowners of a 1, 2, 3 or 4 Family, Owner-occupied Residence, proof of their exemption from the mandatory coverage provisions of the Workers' Compensation Law when applying for a building permit is to file form BP-1 (12/08).

- ◆ Form BP-1 shall be filed if the homeowner of a 1, 2, 3 or 4 Family, Owner-occupied Residence is listed as the general contractor on the building permit, and the homeowner:
  - ◇ is performing all the work for which the building permit was issued him/herself,
  - ◇ is not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping the homeowner perform such work, or
  - ◇ has a homeowner's insurance policy that is currently in effect and covers the property for which the building permit was issued AND the homeowner is hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued.
- ◆ If the homeowner of a 1, 2, 3 or 4 Family, Owner-occupied Residence is hiring or paying individuals a total of 40 hours or MORE in any week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued, then the homeowner may not file the "Affidavit of Exemption" form, BP-1(12/08), but shall either:
  - ◇ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit (the C-105.2 or U-26.3 form), OR
  - ◇ have the general contractor, (performing the work on the 1, 2, 3 or 4 family, owner-occupied residence (including condominiums) listed on the building permit) provide appropriate proof of workers' compensation coverage, or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit.

**CITY/TOWN/VILLAGE OF:**

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION OF LUMBER USED  
FOR LOAD SUPPORTING PURPOSES**

Date: \_\_\_\_\_

I, \_\_\_\_\_, \_\_\_\_\_,  
(NAME) (TITLE - i.e., OWNER, PRESIDENT)

certify that the quality and safe working stresses of lumber being supplied to:

\_\_\_\_\_  
(CONSUMER/CONTRACT BUILDER)

meets or exceeds No. 2 grade of the species in accordance with the conditions set forth in American Softwood Lumber Standard (PS20-99).

**PRODUCING MILL:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**E-MAIL:** \_\_\_\_\_

**PROJECT LOCATION:** \_\_\_\_\_  
**LUMBER SPECIES:** \_\_\_\_\_  
**LUMBER DIMENSIONS:** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_  
**QUANTITY SUPPLIED:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

-----  
**OFFICIAL USE ONLY**  
**DATE REC'D:** \_\_\_\_\_  
**PERMIT #:** \_\_\_\_\_  
-----

---

## GUIDE FOR REQUIRED BUILDING PERMITS:

### RESIDENTIAL CONSTRUCTION.

#### Exterior Alterations.

1. Windows & Doors-replace existing or install additional.
2. Repair of fire damage.
3. Roof & wall sheathing and/or framing –replace or repair existing.
4. Roof shingles & wall siding in Historical Areas in a house over 100 years old-repair or replace existing.
5. Addition or enlargement of home-construction of deck, porch, garage, room(s), dormer(s).
6. Deck & Porch-replace and repair existing
7. Swimming pool & hot tubs, etc. in and above ground – new installation & repair existing & replace
8. Shed  
replace or repair existing. new installation and
9. Retaining wall – install, replace or repair over 2'0" in height.
10. Satellite dish antennae's over 1 meter 39.37 Sec 8.14C.
11. Fences 6'0" in height. 4.5' Front Yard
12. Changes in grade of property over 2'0" in height.
13. Basement entrances and BILCO style doors
14. Temporary tent structures.
15. Solar Panel installation and removal
16. Demolition of any structure
17. Emergency Standby Generators
18. Temporary Storage Containers/ Pods
19. Removing Trees in Critical Environmental Areas or any property capable of being subdivided.

Interior Alterations

1. Repair of fire damage
2. Sheetrock and insulation-installation and replacement
3. Framing-installation and change/removal of bearing walls/columns.
4. Kitchen and bathroom installation & changes.
5. Heating, air conditioning, plumbing & electrical installation & changes
6. Room CHANGE OF USE, EG. GARAGE TO BEDROOM, RECREATION TO BEDROOM. (Uninhabitable space to habitable space including attics)
7. Finish basement-recreation rooms, laundry room.
8. Home Occupation Uses-Offices.
9. Fire Sprinkler Systems.
10. Owner Occupied Two Family Conversions.
11. Stairs-3 risers and up.

---

NON-RESIDENTIAL / COMMERCIAL / MULTI-FAMILY

- o Every type of construction, installation, alteration, modification or replacement in connection with non-residential / commercial / multi-family (3 or more units) building or uses requires a Building Permit.

Note:

THE WORK COVERED BY A BUILDING PERMIT MUST BE INSPECTED AND APPROVED CULMINATING IN THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY FOR A SPECIFIC PROJECT



TYPICAL PROJECTS THAT REQUIRE A BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY (C.O.)

- o New Commercial Buildings
- o Change of ownership or tenant in a commercial establishment (new business or taking over old business.)
- o Signs
- o New Homes & Buildings
- o New Additions, Interior Alterations and Renovations
- o Demolition of Structures
- o Fireplaces & Chimneys
- o Above & Below Ground Swimming Pools
- o Oil & Gas Heating Units and Tanks
- o Tennis Courts
- o Radio & Television Disc Antennae
- o Wireless Communication Facilities
- o Retaining Walls
- o Some Fences & Free Standing Walls (Speak to an Inspector for Details)
- o Decks
- o Hot Tubs
- o Tool Sheds (All Commercial Districts and Sheds > 100 square feet in Residential Districts)
- o Renewal of a Single Family Conversion
- o Tree removal in critical environmental areas and lots capable of being subdivided
- o Standby backup generators