

**Village of Montebello**  
**Building & Zoning Department**  
One Montebello Road  
Montebello, N.Y. 10901  
(845) 368-2491\* Fax (845) 368-2044

**APPLICATION FOR BUILDING PERMIT**

Please Submit the Following:

2- Application forms completed, signed and a contact phone number.

1- Certificate of Ownership form signed and notarized.

1- Contractor/ Builder copy of license, Worker's Compensation, and Certificate of Liability Insurance.

1- Plumber/HVAC Certificate, copy of license, Worker's Compensation, and Certificate of Liability Insurance.

1- Electrician's Form, copy of license, Workman's Compensation, and Certificate of Insurance.

1- Homeowner's responsibility for Certificate of Occupancy/Use form.

-All attached forms which are applicable to your building project.

-Application fee.

If project is for residential work, provide a copy of contractors' Rockland County Home Improvement License. If work is to be done by homeowner, sign and notarize the form indicating the work will be done by the homeowner and submit NY State Compensation form BP-I filled out, signed and notarized.

**Residential and Commercial Contractors and all sub-contractors shall provide a Certificate of Insurance indicating coverage for Workers' Compensation.**

2- Sets of building plans. If cost is over \$20,000 the plans must be signed and sealed by a New York State licensed Architect or Engineer. Some projects regardless of cost may require an Architect or Engineer seal at the discretion of the Building Inspector at the time of review. **All architectural plans require a copy of the table of bulk requirements.**

2- Plot plans (survey) indicating the location and size of proposed work to be performed and all existing buildings and structures on property. **Copies of surveys bearing the signature or seal of a licensed engineer may not be altered and will not be accepted.**

Fee is based on the value of construction and must be submitted at time of application. This office reserves the right to adjust any fee prior to the issuance of a permit or Certificate of Occupancy/Use if it is determined that the original fee was not sufficient due to the actual cost of construction.

**NO BUILDING, LAND  
DISTURBANCE, FENCE, OR  
WALL PERMIT  
APPLICATIONS WILL BE  
ACCEPTED BY THE  
BUILDING DEPARTMENT  
UNLESS ALL OF THE  
REQUIRED PAPER WORK IS  
SUBMITTED WITH THE  
APPLICATIONS.**

**Village of Montebello**  
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To whom it may concern,

Starting immediately all construction plans submitted for a Building Permit shall include the following information (details) that is now required:

1. All plans shall be folded when practicable.
2. Square foot of the building.
3. Tax ID # (Section, Block and Lot)
4. Emergency escape windows dimensions-square foot of clear opening.
5. A detail of all guards and stairs.
6. All concrete shall reflect, PSI required by code.
7. All electric required by code to be shown on plans.
8. All plumbing required by code to be shown on plans.
9. Energy Code calculations and which part of the Energy Code is being used.
10. Energy Table
11. Bulk Table
12. What seismic category
13. Wind limitations
14. Design wind load
15. Snow load
16. Dead load
17. Live load
18. Total BTU's for fuel burning heating systems and hot water heaters- amount of fresh air needed.
19. Detail of how posts, box beams, floor joists, and rafters are to be anchored or strapped.
20. When loads are placed on plans do not quote code, state the minimum required and what has been provided. The same for all other tables.
21. Show ice shields on roof overhangs and valleys.
22. All plans other than 1-2 family dwellings and townhouses shall include requirements of Chapter 16 of the Building Code not the residential Code and all calculations and details shall be shown on the plans.
23. Mention on plan what code is being used (residential or building).

# A message from The Rockland County False Alarm Prevention Task Force

## Notice to all Property Owners, Tenants and Contractors:

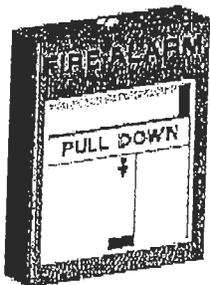
Prior to starting any construction or demolition work, and along with obtaining the required permits, a thorough inspection must be done to determine if there is a fire alarm or sprinkler system in the structure where the work is planned. Some things to look for: Alarm panels, smoke/heat detectors, sets of red wires in the walls and ceilings, sprinkler heads or piping.

If an alarm system is present and the nature of the work (i.e.. dust, fumes, steam, vibrations, etc.) may cause a false alarm detection **YOU MUST MAKE PROPER NOTIFICATION TO THE ALARM COMPANY AND/OR ROCKLAND COUNTY FIRE DISPATCH (44-CONTROL) BEFORE YOU BEGIN AND HAVE THE SYSTEM TAKEN OFF LINE (disabled) UNTIL THE WORK IS COMPLETE.** You can find the name and telephone number of the alarm company on the alarm panel box and/or keypad near the front door.

The telephone number for Rockland County Fire Dispatch is 845-364-8888.

If work needs to be done over many days or weeks, systems must be reactivated at the conclusion of the workday. If an alarm system is taken out of service, it must be put back in-service upon completion of the work!

If proper precautions are not taken and unwarranted alarms are transmitted, property owners and/or tenants and contractors will be subject to escalating fines with each subsequent false alarm.



**Join the county-wide fight to reduce false alarms!**

False Alarms cost lives!

Our Volunteer Firefighters and their resources are being pushed to their limits!

# Application for Building Permit – Village of Montebello

One Montebello Road, Montebello, NY 10901 (845) 368-2491

Received: \_\_\_\_\_

Permit No.: \_\_\_\_\_

**EXAMINED:** 1(a) For Zoning \_\_\_\_\_

2(a) For Building \_\_\_\_\_

1(b) Site Plan Filed? Yes \_\_\_\_\_ N/A \_\_\_\_\_

2(b) Approved for Water Supply & Sewer Disposal?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

1(c) Year Subdivided \_\_\_\_\_

2(c) Approved for Fire Safety?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ Pending \_\_\_\_\_

Approved: Date (Zoning) \_\_\_\_\_ Date (Building) \_\_\_\_\_

Disapproved for the following reason: \_\_\_\_\_

## INSTRUCTIONS:

**SUBMIT** two (2) copies of a scaled drawing agreeing with the Montebello Assessment Map (or filed so that the next printing of any map will show the property in question) showing the size, shape and location of any buildings on this property and the proposed building. This Plot plan must show the name of the street on which the plot faces and show all set-back dimensions. Show name and date of Subdivision on Site Plan and show all easements, water courses and marsh areas.

**SUBMIT** two (2) copies of this form

**SUBMIT** two (2) copies of building plans (if value is \$20,000.00 or area is 1,500 sq. ft. or more these plans must show the signature and New York State License Number of the engineer or architect who is responsible for the plans).

**SUBMIT** two (2) copies of specifications if not fully covered in plans. Include State Energy Code Compliance statement.

**FEE** Your fees are based on value of construction...not land. This office reserves the right to adjust any fee prior to issuing the Certificate of Occupancy if it is shown that the original fee was not sufficient to cover the internal value.

THE FOLLOWING SHOULD BE TYPEWRITTEN OR PRINTED IN INK

I, \_\_\_\_\_, do hereby apply to the Village of Montebello Building and Zoning Department for a Building Permit as required by local zoning law of the Village of Montebello.

Value of Construction \$ \_\_\_\_\_ Fee: (leave blank) \_\_\_\_\_

In what Zone is property located? \_\_\_\_\_ Area or lot? \_\_\_\_\_ Density Zoning used? \_\_\_\_\_

Is this lot part of a Residential Subdivision filed since January 1, 1970? \_\_\_\_\_

How far is Proposed Building from center of street? \_\_\_\_\_ Has a Site Plan been filed? \_\_\_\_\_

Minimum side line? \_\_\_\_\_ Other side line? \_\_\_\_\_ Rear lot line? \_\_\_\_\_

On what street is property located? On the \_\_\_\_\_ side of \_\_\_\_\_ and \_\_\_\_\_ feet from the intersection of \_\_\_\_\_

Nature of Construction:  New  Alteration  Addition  Accessory  Plumbing

Other (explain) \_\_\_\_\_

Size of Plot: Front in feet \_\_\_\_\_ Rear in feet \_\_\_\_\_

Depth in feet \_\_\_\_\_ Total area \_\_\_\_\_

Size of Building:	Present	Addition	Total
Front in feet	_____	_____	_____
Rear in feet	_____	_____	_____
Depth in feet	_____	_____	_____

Maximum number of families in building? \_\_\_\_\_

Is stream, lake or waterway less than 300 feet from building? \_\_\_\_\_ Any easements on property? \_\_\_\_\_

Source of water supply? \_\_\_\_\_ Sewage Disposal System to be Approved by: \_\_\_\_\_

Approved by \_\_\_\_\_

Give location of lot based on Montebello Tax Map: Section # \_\_\_\_\_ Lot # \_\_\_\_\_

State present use of land: \_\_\_\_\_

State proposed use of land: \_\_\_\_\_

Other information required: \_\_\_\_\_

NOTE: New York State bars discrimination based on race, creed, color or national origin in the sale or rental of housing.

County of Rockland )  
State of New York ) SS:  
Village of Montebello )

Print or type full name, Post Office Address & Telephone Number \_\_\_\_\_

certifies that he is the owner or agent for all that certain lot, piece or parcel of land and/or building described in the application and if not the owner that he has been duly and properly authorized to make this application and to assume responsibility for the owner in connection with this application and agrees that the Code of the Village of Montebello will be complied with as well as other proper regulations relating to the construction or use of the proposed buildings and the land described on this application.

Signed \_\_\_\_\_

### **REQUIRED INSPECTIONS OF CONSTRUCTION... YOU MUST CALL FOR THESE!**

Other inspections will be made in most cases but those listed below must be made or Certificate of Occupancy may be withheld. Do not mistake an unscheduled inspection for one of those listed below. Unless a card is left on the job indicating approval of one of these inspections, it has not been approved and it is improper to continue beyond that point in the work. Any disapproved work must be reinspected after correction. Call one day ahead for all inspections to avoid delays.

1. Footing forms... when excavation is complete and forms are in place (before pouring).
2. Foundation... check here for waterproofing, type of block, footing drains, insulation as needed.
3. Plumbing under slab... cast iron, copper, etc.
4. Gravel under slab... (usually combined with No. 3)... check for insulation as per Energy Code.
5. Plumbing Rough-In... all work that will be covered must be installed at this time.
6. Frame... call when the frame is complete including fire stop, bridging, collar ties, etc. before it is covered from inside.
7. Insulation... must be approved prior to sheet rock.
8. Plumbing final... this can be combined with final. All fixtures to be installed.
9. In garage where appropriate... fire rated sheet rock to be inspected before painting.
10. Rough grading... all surface water should be directed away from the dwelling to an approved outlet... street, lawn inlet, drainage swale, etc. This can be combined with final.
11. Outlet for footing drains... if underground. This can be combined with final.
12. FINAL... complete application for Certificate of Occupancy, produce certified plot plan and exhibit Fire Underwriters Laboratory Certificate. Building must be essentially completed with all utilities working.

**FEEES:**

\$ 1,000 - \$150	\$16,000 - \$315	\$31,000 - \$480	\$46,000 - \$645	\$61,000 - \$810
\$ 2,000 - \$161	\$17,000 - \$326	\$32,000 - \$491	\$47,000 - \$656	\$62,000 - \$821
\$ 3,000 - \$172	\$18,000 - \$337	\$33,000 - \$502	\$48,000 - \$667	\$63,000 - \$832
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\$ 5,000 - \$194	\$20,000 - \$359	\$35,000 - \$524	\$50,000 - \$689	\$65,000 - \$854
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\$14,000 - \$293	\$29,000 - \$458	\$44,000 - \$623	\$59,000 - \$788	\$74,000 - \$953
\$15,000 - \$304	\$30,000 - \$469	\$45,000 - \$634	\$60,000 - \$799	\$75,000 - \$964

----- **Do Not Write Below This Line** -----

Permit No. \_\_\_\_\_

Issued to: \_\_\_\_\_

For the Following use: \_\_\_\_\_

Premises located at \_\_\_\_\_

Section # \_\_\_\_\_ Lot # \_\_\_\_\_ Zone \_\_\_\_\_

Value of Construction \$ \_\_\_\_\_ Total Fees \$ \_\_\_\_\_

I have examined this application and the plans and plot plans that are part of this application and find that they are in substantial compliance with the Code of the Village of Montebello and approve same for issuance of a permit.

Date of Issue: \_\_\_\_\_

\_\_\_\_\_  
*Building Inspector*

Certificate of Occupancy Issued \_\_\_\_\_

**PERMIT EXPIRES TWO (2) YEARS FROM DATE OF ISSUE**

**Application for Building Permit – Village of Montebello**  
**One Montebello Road, Montebello, NY 10901 (845) 368-2491**

Received: \_\_\_\_\_

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Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

1(c) Year Subdivided \_\_\_\_\_

2(c) Approved for Fire Safety?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ Pending \_\_\_\_\_

Approved: Date (Zoning) \_\_\_\_\_ Date (Building) \_\_\_\_\_

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Other information required: \_\_\_\_\_

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County of Rockland )  
State of New York ) SS:  
Village of Montebello )

Print or type full name, Post Office Address & Telephone Number \_\_\_\_\_

certifies that he is the owner or agent for all that certain lot, piece or parcel of land and/or building described in the application and if not the owner that he has been duly and properly authorized to make this application and to assume responsibility for the owner in connection with this application and agrees that the Code of the Village of Montebello will be complied with as well as other proper regulations relating to the construction or use of the proposed buildings and the land described on this application.

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Permit No. \_\_\_\_\_

Issued to: \_\_\_\_\_

For the Following use: \_\_\_\_\_

Premises located at \_\_\_\_\_

Section # \_\_\_\_\_ Lot # \_\_\_\_\_ Zone \_\_\_\_\_

Value of Construction \$ \_\_\_\_\_ Total Fees \$ \_\_\_\_\_

I have examined this application and the plans and plot plans that are part of this application and find that they are in substantial compliance with the Code of the Village of Montebello and approve same for issuance of a permit.

Date of Issue: \_\_\_\_\_

\_\_\_\_\_  
*Building Inspector*

Certificate of Occupancy Issued \_\_\_\_\_

**PERMIT EXPIRES TWO (2) YEARS FROM DATE OF ISSUE**

**Village of Montebello**  
**Building & Zoning Department**  
One Montebello Road  
Montebello, N.Y. 10901  
(845) 368-2491\* Fax (845) 368-2044

To: The Homeowner

A Certificate of Occupancy must be issued for the work covered by this building permit. All required inspections must be made in order for this Certificate of Occupancy/Use to be issued and it is your responsibility to make sure that such inspections are made, including electrical inspections (if applicable) by the New York State Board of Fire Underwriters.

We have experienced many problems with building permits having expired, contractors paid and gone, work completed, but no Certificate of Occupancy/Use issued. A lack of Certificate of Occupancy constitutes a violation and will cause serious problems when you decide to sell or refinance your home.

This building permit is good for two (2) years. Please make sure that a Certificate of Occupancy/Use is issued before you use the area covered by the permit.

Please sign this form as an acknowledgement that you have read and understand the above.

HOMEOWNER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Village of Montebello**  
**Building & Zoning Department**  
One Montebello Road  
Montebello, N.Y. 10901  
(845) 368-2491\* Fax (845) 368-2044

**AFFIDAVIT OF OWNERSHIP**

State of New York )  
                                  )  
County of Rockland )

\_\_\_\_\_ Being duly sworn, deposes and says

That he resides at \_\_\_\_\_

In \_\_\_\_\_, County of \_\_\_\_\_

State of \_\_\_\_\_, that he is the owner in fee of all that certain

lot, piece or parcel of land situated, lying and being in the Village of

Montebello,

Aforesaid and designated as Lot No. \_\_\_\_\_, Section No.

Of the Village of Montebello Tax Map and that hereby authorizes in his

behalf the filing of an application for a Building Permit and/or Certificate of

Occupancy, and that the statements of fact contained in said application are

true.

Sworn to before me this ____ Day of _____, 20____. _____ Notary Public
---

Owner: \_\_\_\_\_

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

\_\_\_\_\_

**Village of Montebello**  
**Building & Zoning Department**  
One Montebello Road  
Montebello, N.Y. 10901  
(845) 368-2491\* Fax (845) 368-2044

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

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

\_\_\_\_\_

Montebello Tax Section: \_\_\_\_\_ Lot: \_\_\_\_\_

**Building & Zoning Department**

Gentlemen:

We, the owners of the above lot in the Village of Montebello hereby state that, in lieu of having a licensed contractor do the construction proposed on our application for building permit, assume all responsibility for same construction, and will do the work ourselves and hold the Village of Montebello harmless beyond the New York State Building Code Requirements on the construction covered by this application for a building permit.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

Sworn before me this _____ day of _____ 20_____ _____ (County Clerk or Notary Public)
--

**Village of Montebello**  
**Building & Zoning Department**  
One Montebello Road  
Montebello, N.Y. 10901  
(845) 368-2491\* Fax (845) 368-2044

Attn: Building and Zoning Inspector

Re: Installation of a swimming pool

Gentlemen:

I have applied for a permit to have a swimming pool constructed on my property. I acknowledge the fact that I must obtain a Fire Underwriters' Certificate, certifying to the adequacy of the electrical system of the pool prior to obtaining a Certificate of Occupancy, or using the pool. No electrical outlet will be permitted within ten (10) feet of the pool.

There will be no direct connection between the water supply and the pool.

The pool will be drained on owners' property only, or connected to storm sewer with approval from the Department of Public Works.

According to the New York State Building Code if the pool is below grade it will be enclosed by a four foot fence with a gate that will be locked when the pool is not in use. If above grade, the entrance device will be raised or closed when the pool is not in use.

To the best of our knowledge, neither the pool nor the fence will be located within any easement on the property.

Sincerely,

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

Village of Montebello  
Building & Zoning Department  
One Montebello Road  
Montebello, N.Y. 10901  
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Electrician's Form

Electrician's Name: \_\_\_\_\_

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

\_\_\_\_\_

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

Rockland County License Number: \_\_\_\_\_

**PLEASE ATTACH A COPY OF THE ROCKLAND COUNTY ELECTRICIAN'S LICENSE,  
LIABILITY INSURANCE AND WORKERS COMPENSATION INSURANCE CERTIFICATES.**

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**TO BE COMPLETED BY THE PLUMBING CONTRACTOR**

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

Owner of Property: \_\_\_\_\_

Address of work to be done: \_\_\_\_\_  
\_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_

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

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

License #: \_\_\_\_\_

**Please attach copy of Rockland County Plumber's License**

Check all that apply

Fixtures to be installed

New Building \_\_\_\_\_  
Alterations \_\_\_\_\_  
Addition \_\_\_\_\_  
Repair \_\_\_\_\_

Bath tub (s) \_\_\_\_\_ Urinal(s) \_\_\_\_\_  
Lavatory(s) \_\_\_\_\_ Shower(s) \_\_\_\_\_  
Water Closet(s) \_\_\_\_\_ Kitchen Sink \_\_\_\_\_  
Laundry Tub(s) \_\_\_\_\_

Total of Fixtures \_\_\_\_\_

Signature of Contractor \_\_\_\_\_

Submit Diagram and information Pertinent to work proposed.  
Contractor must call for required inspections.

**PLEASE ATTACH A COPY OF YOUR ROCKLAND COUNTY LICENSE, LIABILITY INSURANCE AND WORKMAN'S COMPENSATION CERTIFICATES.**

**Village of Montebello**  
**Building & Zoning Department**  
 One Montebello Road  
 Montebello, N.Y. 10901  
 (845) 368-2491\* Fax (845) 368-2044

**Affidavit of Final Cost of Construction**

State of New York }  
 }ss.:  
 County of \_\_\_\_\_ }

\_\_\_\_\_, being duly sworn, deposes and says: that he/she is the applicant (or Agent of the Applicant) named in the application for Building Permit dated \_\_\_\_\_ 20\_\_\_\_\_ relating to construction or other work to be performed on, or in connection with the premises located at: \_\_\_\_\_: that the estimated cost stated in said application of the construction or other work described therein was \_\_\_\_\_ Dollars (\$\_\_\_\_\_): that the actual final cost of such construction or other work was \_\_\_\_\_ Dollars (\$\_\_\_\_\_ ) and that the said construction or other work was performed in accordance with the applicable provisions of law.

Sworn before me this  ____ day of _____ 20____  _____ (County Clerk or Notary Public)
--

Applicant or Agent	
Permit No.	\$ _____
Filed Cost	\$ _____
Permit Fee Paid	\$ _____
Final Cost	\$ _____
Additional Fee	\$ _____

(Costs for the work described in the application for building permit include the cost of all construction and other work done in connection there within, exclusive of the cost of the land. If the final cost is less than the estimated cost stated in the application for Building Permit, no portion of the fee paid upon the filing of the application will be refunded.)

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

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
- 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

\_\_\_\_\_  
Homeowners' Name Printed

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Property Address that requires the building permit

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

Sworn before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
(County Clerk or Notary Public)

**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 WORKER'S COMPENSATION INSURANCE AND DISABILITY BENEFIT COVERAGE ISSUED BY AN INSURANCE CARRIER IN A FORM SATISFACTORY TO THE CHAIR OF THE WORKER'S 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 and Business Owners

For businesses 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 they are:

- Insured (C-105.2 or U-26.3)
- Self-insured (SI-12) or
- Are exempt (C-105.21)

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(3/99).

-Form BP-1(3/99) 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 homeowners' 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 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(3/99), but shall either:

- acquire appropriate worker's compensation coverage and provide appropriate proof of that coverage on form approved by the Chair of NYS Workers' Compensation Board to the government entity issuing the building permit (the C105.2 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.

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Please be advised that there will be no further inspections made after a footing inspection until a certified foundation location is submitted to the Building Department. This will supersede the Building Department memorandum of November 9, 1987.

There will be no exceptions and no inspections will be scheduled until this is received.

Foundation Location – Survey Requirements:

1. Tax lot and section number are shown.
2. Property boundary direction and distances are shown.
3. Foundation location is shown.
4. Foundation and garage elevations are shown.
5. Estimated finished floor elevation is shown.

Thank You

Harry P. Lewis  
Building Inspector

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In order to expedite the processing of the Village of Montebello Certificates of Occupancy/Use for proposed renovations or new construction, it has become necessary to contact the Rockland County Sewer District No. 1 Unit Inspector, Ms. Melanie Gross at 365-6111, for the appropriate assignment of Sewer District units of usage.

The aforementioned will enable the Town of Ramapo to effectively collect sewer rents as well as other related Town charges which is required before the Village can issue a Certificate of Occupancy/Use. You must present proof of payment of these charges before a Certificate of Occupancy/Use can be issued.

Thank you for your cooperation.

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“On January 8, 2003, the Department of Environmental Conservation finalized new permits for storm water discharges. The new requirements will help reduce water pollution caused by storm water.

A federal regulation, commonly known as Storm water Phase II, requires permits for storm water discharges from construction activities disturbing one or more acres. To implement the law, the New York State Department of Environmental Conservation has issued a general permit for construction activities. This permit is part of the State Pollutant Discharge Elimination System (SPDES).

Operators of construction activities that exist on or after March 10, 2003 and that involve one acre or more of land disturbance must obtain SPDES permit coverage through either an individual permit or the new General Construction Permit.

The new SPDES general permits for storm water runoff, the Designation Criteria and the Notice of Intent (NOIs) are posted on the NYSDEC website or can be obtained by calling 518-402-8109.”

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**REINSPECTION FEE**

A fee will be charged for re-inspection required after construction work has been disapproved.

**A) Residential**

\$75.00 for the re-inspection

**B) Non-Residential**

\$100.00 for the first re-inspection

\$150.00 for each subsequent re-inspection

**THERE WILL BE NO FINAL INSPECTION UNTIL ALL REQUIRED  
PAPERWORK IS SUBMITTED**