

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

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**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.

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**FOR NEW AND EXISTING STRUCTURES RESIDENTIAL AND COMMERCIAL**

- Foundation Location Certified by a New York State Licensed Engineer or Surveyor must be submitted for review and approval prior to the continuation of further construction.**
- No Building, Land Disturbance, Fence, Wall, or Mailbox Structure Permits will be accepted by the Building Department unless all required paperwork and Certified Plans (where applicable) are filed with this application.**
- Construction documents must be signed and sealed by a Licensed New York State Architect or Engineer for all residential projects costing \$20,000 and for all commercial projects regardless of the construction fee.**
- As built structures, additions, and alterations resulting from violations or violation searches require: working drawings and a certified letter reflecting additions, changes, or modifications. The drawings must be signed and sealed by a Licensed New York State Architect or Engineer, if the work is residential or commercial and if the cost of construction is over \$20,000.**

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

**Homeowner/ Property Owner Signature:** \_\_\_\_\_

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

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# 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 \_\_\_\_\_

<b>Size of Building:</b>	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.

**FEES:**

\$ 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
\$ 4,000 - \$183	\$19,000 - \$348	\$34,000 - \$513	\$49,000 - \$678	\$64,000 - \$843
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\$ 6,000 - \$205	\$21,000 - \$370	\$36,000 - \$535	\$51,000 - \$700	\$66,000 - \$865
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\$10,000 - \$249	\$25,000 - \$414	\$40,000 - \$579	\$55,000 - \$744	\$70,000 - \$909
\$11,000 - \$260	\$26,000 - \$425	\$41,000 - \$590	\$56,000 - \$755	\$71,000 - \$920
\$12,000 - \$271	\$27,000 - \$436	\$42,000 - \$601	\$57,000 - \$766	\$72,000 - \$931
\$13,000 - \$282	\$28,000 - \$447	\$43,000 - \$612	\$58,000 - \$777	\$73,000 - \$942
\$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: \_\_\_\_\_

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

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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) \_\_\_\_\_

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

**INSTRUCTIONS:**

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**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.

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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: \_\_\_\_\_

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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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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.
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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.

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\$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**

**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. 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 expired building permits. In most cases the contractors have been paid, and the work completed, without a Certificate of Occupancy/ Use having been 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/ PROPERTY OWNER SIGNATURE: \_\_\_\_\_

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

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Building & Zoning Department  
One Montebello Road  
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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 \_\_\_\_\_

Bath tub (s) \_\_\_\_\_ Urinal(s) \_\_\_\_\_

Alterations \_\_\_\_\_

Lavatory(s) \_\_\_\_\_ Shower(s) \_\_\_\_\_

Addition \_\_\_\_\_

Water Closet(s) \_\_\_\_\_ Kitchen Sink \_\_\_\_\_

Repair \_\_\_\_\_

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.**

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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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(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.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date Signed

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

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

Property Address that requires the building permit

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn to before me this _____ day of _____ 20_____.  _____ <b>(County Clerk or Notary Public)</b>
--

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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 is necessary for you** to contact the Rockland County Sewer District No. 1, Sewer Use Compliance Inspector, Janet Hermann at 365-6022, 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 inspection and/ or payment before a Certificate of Occupancy/Use can be issued.

Thank you for your cooperation.

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

HOMEOWNER/ PROPERTY OWNER SIGNATURE: \_\_\_\_\_

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

Subscribed and sworn to before me this _____ day of _____ 20____. _____ (County Clerk or Notary Public)
--

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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 Land Disturbance Permit prior to the issuing of a Building Permit. A Fire Underwriters' Certificate, certifying to the adequacy of the electrical system of the pool must be obtained prior to the release of 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.

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

HOMEOWNER/ PROPERTY OWNER SIGNATURE: \_\_\_\_\_

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

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

**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

Subscribed and sworn to before me this

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

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

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**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.

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/ basement elevations are shown.
5. Estimated finished floor elevation is shown.

Thank You

Lawrence Picarello  
Building Inspector

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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**

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