



APPLICATION FOR BUILDING PERMIT

Please fill out second and third sheets as well

PROPERTY ADDRESS: _____

Email Address: _____

OWNER/BUSINESS NAME: _____ **DATE:** _____

INSTRUCTIONS FOR BUILDING PERMIT APPLICATIONS

1. Submit one plot plan (instrument survey) at original scale showing:
 - All property lines with dimensions
 - All existing and proposed structure(s) with dimensions
 - Existing easements
2. Submit two sets of building plans complete with:
 - Floor Plan (s)
 - Foundation Plan
 - Cross Sections
 - All Elevations
 - Truss Drawings (normally obtained from the truss manufacturer or where you are buying the trusses)
3. Registered Architect's or Engineer's stamp & signature required under any of the following conditions:
 - Residential construction with cost exceeding \$20,000
 - New residential single-family dwelling(s) that are 1,500 square feet or larger
 - Any commercial construction
4. Submit one copy of NYS Energy Conservation Compliance Form and Inspector Form with professional stamp and signature. Contact: www.energycodes.gov for downloadable version of "Res-check" or "Mec-check". Most current version available to be submitted.
5. Submit proof of Contractor's valid Workers Compensation Insurance Policy must be submitted and approved or Form BP-1 stating that Workers Compensation is not required before issuance of any building permit.
6. Appropriate building permit fee with check made payable to Village of Scottsville.
7. A permit must be obtained prior to beginning any construction work. Application is subject to review before issuance of a valid permit for construction.

BOARD APPROVALS:

Board:	Required:	Review Date:	Approved:	Approved w/Conditions:
Planning	_____	_____	_____	_____
Zoning	_____	_____	_____	_____

PLEASE REVIEW BUILDING PERMIT REQUIREMENTS:

1. The applicant shall notify the Code Enforcement Officer (CEO) of any changes in the information contained in the building permit application during the period for which the building permit is in effect.
2. A permit will be issued when the application has been determined to be complete and the proposed work is determined to be in compliance with all requirements of New York State Building Code.
3. A building permit may be revoked or suspended if it is determined that the work to which it pertains is not in accordance with the information contained in the building permit application; OR is not in conformance with the NYS Building Code; OR if there has been a misrepresentation or falsification of a material fact or condition connected with the application for a building permit.
4. Any deviation from the approved plans must be authorized by the licensed professional who affixed the NYS seal to the original plans prior to the issuance of a Certificate of Occupancy.
5. The applicant shall notify the CEO 24 hours in advance for all required inspections and receive approval before any building element, equipment or system is covered or enclosed.
6. Prior to the issuance of a Certificate of Occupancy, the licensed professional who affixed the NYS seal to the original plans must certify that the completed construction is in compliance with the plans and specifications as submitted for the building permit.
7. A building permit shall expire one (1) year from the date of issuance or upon the issuance of a Certificate of Occupancy whichever comes first. A building permit that has expired prior to the issuance of a Certificate of Occupancy shall require the issuance of a new building permit and the payment of all building permit fees. A building permit may, upon written request, be renewed for successive one-year periods provided that: the original permit has not been revoked or is suspended at the time of renewal request; and the information contained in the original application is relevant and correct; and the renewal fee is paid.
8. The undersigned assumes responsibility for the cleanup of all debris generated by construction activities and the removal of same to a legal off-site location.
9. By law, applicant or demolition contractor is required to contact **Dig Safely New York 800-962-7962** prior to starting any digging. Allow two full working days for response.
10. All electrical work must be inspected by an authorized agent and produce a certificate of approval. The following are Village approved electrical inspectors: Commonwealth Electrical Inspection Service 585-624-2380; New York Board of Underwriters 800-595-9600; Genesee Star Agency 585-768-6696; New York Atlantic-Inland 607-753-7118; Middle Department Inspection Agency 518-273-0861. It is the permit holder's responsibility to arrange for all required electrical inspections.
11. Any work located in the Village of Scottsville Right of Way (land located outside of property and adjacent to Public Street) must be issued a ROW Work Permit by the Village of Scottsville. Address questions to the Village Administrator.

INSURANCE REQUIRED:

Workers Compensation Insurance and Disability Benefits Coverage: NY Workers Law Section 57 requires contractors and certain homeowners listed on the building permit shall provide proof that such coverage is issued by an authorized insurance carrier (Form C-105.2 or U-26.3) or provide proof they are exempt (Form CE-200). Any residence that is not a 1, 2, 3 or 4 family **owner-occupied** residence is considered a business and must provide proof of insurance.

Affidavit of Exemption Form BP-1 can only be filed if the owner of the owner-occupied residence follows the restrictions defined below:

1. is performing all of the work themselves for which the building permit is issued.
2. is not hiring, paying or compensating in any way the individuals that are performing or helping to perform any or all of the work for which the building permit is issued.
3. has a home owners insurance policy that is currently in effect and covers the property for which the building permit is issued, and the owner is hiring or paying individuals a total of less than forty (40) hours per week (aggregate hours for all paid individuals) for the work for which the building permit is issued.

**Affidavit of Exemption to Show 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 the 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 the owner I will supply the Village of Scottsville with either:

As Homeowner I 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 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, providing 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 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. If the general contractor does not have employees or is not having any help on the project, either paid or not paid, then they may file a CE-200 exemption form.

The CE-200 exemption form must be filled out on line by the homeowner or contractor and attached to this permit application. The site web address is: www.businessexpress.ny.gov.

Scroll down to the purple shaded section. On the top right is listed CERTIFICATE OF ATTESTATION OF EXEMPTION (CE-200). Click on that and follow the directions.

(Signature of Homeowner)

(Date Signed)

(Homeowner’s Printed Name)

(Home/Cell/Work Phone)

Property Address requiring Building Permit:

**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 APPLICATION 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;

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 filling 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.

- 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 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, 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.



BUILDING PERMIT APPLICATION

Property where work will be performed:

Address: _____

Owners Name: _____ Email Address: _____

Owners Address: _____ Phone: _____

Contractor Information:

Name: _____ Email Address: _____

Address: _____ Phone: _____

Estimated Cost of Project: _____ **Square Footage:** _____ **Zoning District:** _____

Project Description: _____

- | | | | |
|---------------------|----------------------------------------------|-------------------------------------------|----------------------------------------------------|
| Permit Type: | <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial |
| Use: | <input type="checkbox"/> New Construction | <input type="checkbox"/> Addition | <input type="checkbox"/> Interior Renovation |
| | <input type="checkbox"/> Change of Use | <input type="checkbox"/> Demolition | <input type="checkbox"/> Excavation/Fill/Site Work |
| | <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> Shed | <input type="checkbox"/> Deck |
| | <input type="checkbox"/> New Furnace | <input type="checkbox"/> Fireplace Insert | <input type="checkbox"/> Wood/Pellet Stove |
| | <input type="checkbox"/> Fence | <input type="checkbox"/> Porch | <input type="checkbox"/> Plumbing |
| | <input type="checkbox"/> Generator | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Sign/Awning |
| | <input type="checkbox"/> Roof Repair/Replace | <input type="checkbox"/> Solar | |
| | <input type="checkbox"/> New Swimming Pool: | <input type="checkbox"/> In Ground Pool | <input type="checkbox"/> Above Ground Pool |
| | <input type="checkbox"/> Other _____ | | |

CERTIFICATION:

Application is hereby made to the Village of Scottsville for the issuance of a Building Permit, Pursuant to the Zoning Ordinance of the Village of Scottsville as herein described. I acknowledge that no construction activities shall be commenced prior to the issuance of a valid building permit. I affirm that I have read the instructions and that the application, plans and supporting documentation are true and a complete statement and description of the work proposed and that all work will be performed in accordance with the NYS Building Code, local laws and ordinances and with local zoning regulations whether specified herein or not. I authorize access to the Code Enforcement Officer or representative during all phases of construction for the purpose of inspections. I agree to prominently display on the premises the building permit issued and abide by all Planning Board and Zoning Board of Appeals approvals and all plan amendments made by the Building Department. I further acknowledge and agree that prior to occupying the facilities governed by this building permit; I or my agents will obtain a Certificate of Occupancy.

Make checks payable to: Village of Scottsville

Mail or deliver to: 22 Main Street, Suite 3, Scottsville, NY 14546

HOMEOWNER SIGNATURE: _____ **DATE:** _____

CONTRACTOR SIGNATURE: _____ **DATE:** _____

CODE ENFORCEMENT OFFICER: _____ **DATE:** _____