

VILLAGE OF SYLVAN BEACH
808 MARINA DRIVE PO BOX 508
SYLVAN BEACH, NY 13157
(315) 762-4844 FAX (315) 762-4047

BUILDING PERMIT APPLICATION

Revision 5-23-11

OFFICIAL USE ONLY
DATE REC'D _____
PERMIT NO: _____

NOTE: AN INCOMPLETE APPLICATION WILL DELAY THE ISSUANCE OF YOUR PERMIT. PLEASE ENTER N/A IF A SECTION IS NOT APPLICABLE. BUILDING PERMITS ARE GOOD FOR 6 MONTHS FROM THE DATE OF ISSUANCE. PERMIT MUST BE RENEWED PRIOR TO EXPIRATION DATE IF WORK IS NOT COMPLETED.

SECTION 1, GENERAL INFORMATION

1. Owner Information

Owner(s) Name: _____

Home address of Owner: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Other: _____

2. Project location and Information

Number & Street Property Address: _____

Parcel ID number (shown on tax bill or obtain from Village Clerk): _____

Current Use of Property/Building: _____

3. Type work (check all that apply)

- Heating fuel source: wood fuel oil propane (LP gas) electric
 pellets/corn coal outdoor boiler
- roofing deck patio other _____ (describe)

_____ If your project includes installation of new propane tanks, tanks larger than 100 lb capacity must be buried. Other above ground tanks must be screened.

_____ Outdoor boilers must be completely screened from view from all public ways.

Electrical work (minor)

New electrical service (entrance). If you are installing a new service it must be underground. At the same time, other overhead wires (cable, phone, etc.) should be moved underground. Contact Codes Enforcement Officer for more information.

Window(s)- If visible from a public way (street, right-of-way, sidewalk, lake, etc.) the village design guidelines specify that windows should be taller than they are wide.

Door(s)- If you are considering a new location for a door, water runoff from roofs, entrance lighting and snow piles and icy areas in the winter are often overlooked. Also, you may not install a sliding glass or “French” door on the street side.

Roofing – All new roofing on roofs pitched 3/12 and greater should be architectural shingles. Steel is discouraged. The effects of sliding snow should be considered. You may not roof over more than one (1) existing roof.

Roof Structure- New roof structures must have a minimum pitch of 5/12 (except porch roofs). Gambrel (barn type) roofs are not allowed. The installation of gable roofs perpendicular to the street is encouraged, especially on narrower structures.

Stairs- stairs must be carefully planned in accordance with the New York State Building Code.

Deck

Patio

Decks and patios must be located in the rear of the structure. Covered porches (can not be enclosed) should be on the street side.

Insulation

Floor structure

Plumbing

Foundation- Foundations should be enclosed to prevent rodent harborage.

Siding- Cement board, wood siding (shakes, shingles or clapboard) is recommended. T1-11 is prohibited.

Estimated project cost: _____

DOCUMENTATION: Two copies of the below listed documents may be required as part of your application. Contact the Codes Enforcement Officer for more information.

_____ Vicinity map- shows adjacent properties, obtain from Village Clerk

_____ Architectural drawings including:

floor plans

elevations (exterior view of outer walls)

wall section including roof and foundation

_____ Current survey

_____ Site Plan- a site plan is a scale drawing that shows property lines, existing utilities, all proposed structures and improvements, driveways, walks, landscaping, easements, right-of-ways, fences, clothes line poles, etc. Your surveyor may prepare this drawing for you.

_____ Worker's Compensation and Disability Insurance Certificates or affidavit that coverage is not required (CE-200 available online at www.web.state.ny.us under "forms"). Only one copy is needed. Form BP-1 signed by homeowner (attached with application).

_____ Will there be any home occupation in this home? YES NO

If so, contact Village Clerk for Home Occupation Checklist. Once completed, the checklist will be referred to the planning board.

**IMPORTANT NOTICE
PLEASE READ BEFORE SIGNING**

Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Officer and must conform to the New York State Uniform Fire Preventions and Building Codes, the Code of Ordinances of the Village of Sylvan Beach, and all other applicable codes, rules or regulations.

It is the owner's responsibility to contact the Code Enforcement Officer at (315) 762- 4844 Monday – Friday 8:30 a.m. –4:30 p.m. at least 48 hours before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will eventually be covered from visual inspection by additional work i.e.; electrical work later to be covered by a wall).

DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED. OTHERWISE, WORK MAY NEED TO BE REMOVED AT THE OWNER OR CONTRACTOR'S EXPENSE TO CONDUCT THE INTERIOR INSPECTION. CLOSE COORDINATION WITH THE CODE ENFORCEMENT OFFICER WILL GREATLY REDUCE THIS POSSIBILITY.

OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICER TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, **PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON WORK-RELATED VIOLATIONS WHICH ARE READILY DISCERNABLE FROM SUCH INSPECTION.**

New York State law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Worker's Compensation (C-105.2, or U26.3, or SI-12, or GSI 105.2) and Disability Insurance certificates (DB-120.1 or DB-155). **Note: ACORD forms are NOT acceptable proof.** If the contractor believes that they are exempt from the requirements to provide Worker's Compensation and Disability Insurance, the contractor must complete form CE-200 available online at www.wcb.state.ny.us under "forms").

If a certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued.

Work undertaken to pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.

This permit does not include any privilege of encroachment in, over, under, or upon any Village street or right of way.

The building permit card must be displayed so as to be visible from the street nearest to the site of the work being conducted.

I, _____, the above named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm that all statements made by me on this application are true.

Signature: _____ Date: _____ **If this project is within the premises of a mobile home park or campground this application requires a park manager signature.**

Park Manager Signature: _____ Date: _____

CONTRACTORS INFORMATION-Providing this information helps to move your project along and could save you money. If you have not yet retained all necessary contractors, please advise the Codes Enforcement Officer as you hire each one.

ARCHITECT/ENGINEER:

Name: _____

Address: _____

Office Phone: _____ Other: _____

GENERAL CONTRACTOR:

Name: _____

Address: _____

Office Phone: _____ Other: _____

ELECTRICAL CONTRACTOR:

Name: _____

Address: _____

Office Phone: _____ Other: _____

PLUMBING CONTRACTOR:

Name: _____

Address: _____

Office Phone: _____ Other: _____

HVAC CONTRACTOR:

Name: _____

Address: _____

Office Phone: _____ Other: _____

_____ **CONTRACTOR:**

Name: _____

Address: _____

Office Phone: _____ Other: _____

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.

- ◆ 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(11/04), 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.

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>_____</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.

- ◆ 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(11/04), 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.

THIS SECTION OFFICIAL USE ONLY

Date application referred to Codes Enforcement Officer: _____

CODE ENFORCEMENT OFFICER SITE VISIT CONDUCTED ON _____ TO DETERMINE THAT THIS PROPERTY IS CURRENTLY IN COMPLIANCE WITH ZONING & PROPERTY MAINTENANCE CODES.

CODE ENFORCEMENT OFFICER: _____

APPROVED **DENIED** **DATE:** ___/___/___

Reason for denial: _____
