

Town of Dover Building /Zoning/Code Enforcement Department

126 East Duncan Hill Road

Dover Plains, NY 12522

(845) 832-3188 - fax

Building Inspector - 845.832.6111 x102 (BuildingCEO@DoverNY.us)

Code Enforcement Officer – 845.832.6111 x119 (CodeEnforcement@DoverNY.us)

Clerk – 845.832.6111 x103 (Building@DoverNY.us)

Building Permit Application for Decks, Handicap Ramps, Covered Porch, Screened Porch

Please read entire packet BEFORE submitting application

Required Documents:

- ☐ Cash or Check payable to: Town of Dover (fee is double if project has been started)
Residential Fees: up to 100 sq. ft. = \$95, **101** - 200 sq. ft. = \$190, **201** - 500 sq. ft. = \$250,
501 - 800 sq. ft. = \$440, Greater than 801 sq. ft. = \$630
Commercial Fees: *Fee is based on cost of construction; please call the Building Department for fee
- ☐ Proof of Workers' Compensation (C-105.2) and Disability Insurance (DB-120.1)
or A valid Exemption form (CE-200) (visit the following website for how to obtain this).
https://www.businessexpress.ny.gov/app/answers/cms/a_id/2263/kw/CE
ACORD forms are NOT acceptable proof of NYS workers' compensation or disability benefits insurance coverage.
- ☐ Plans showing room uses and dimensions. Plans must show that the proposed project will meet all NYS Building Codes (must be stamped & signed by a NYS licensed design professional if cost of construction is over \$20,000 or at the discretion of the Building Inspector)
- ☐ Survey or drawing of property showing proposed structure with distances to property lines and other structures.

Required Inspections:

- **PRE-INSPECTION BEFORE PERMIT IS ISSUED**
- Footings before pouring concrete
- Rough electric (if applicable, by an electrical inspector)
- Framing
- Final electric (if applicable, by an electrical inspector)
- Final Completion to obtain a Certificate of Occupancy

Applicants are responsible for scheduling all required inspections. The Building Department requires advance notice for all inspections; any additional inspections will be \$50 per hour with a minimum one-hour charge

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General Information for All Building Permit Applications

Please read the following and have application complete BEFORE submittal

The applicant/homeowner is responsible for supplying sufficient information to determine that the project complies with and adheres to all Town of Dover Zoning Laws and all NYS Building Codes.

The Town of Dover Zoning Law may be obtained from the Zoning Law book available at the Town Clerk's office for a fee or on the internet at www.TownOfDoverNY.us (Links, Town Code, Chapter 145).

NYS Building Codes are available at www.dos.state.ny.us.

Fee for building without a permit is double the permit fee, PLUS all legal fees (if necessary)

If a permit is denied or withdrawn, 50% of the fee will be refunded if requested in writing provided that no work has commenced.

Applications will not be considered until **ALL** required documents and copies are submitted **by the applicant**. A list of required documents for each project is listed on the coversheet; submitting required documents in "bits & pieces" will result in a delay. **INCOMPLETE APPLICATIONS WILL BE RETURNED.**

Please note: **applications are not reviewed at the time of submittal...** they are reviewed in the order in which they are received and may require approximately 1-4 weeks to process depending on the complexity of the project. Due to the volume of applications received, requests to expedite an application cannot be honored.

Section 125 of the General Municipal Law requires that ALL APPLICANTS provide proof of Workers' Compensation and Disability compliance or a valid exemption when applying for a permit. For more information, visit www.wcb.state.ny.us or call (518) 486-5307.

After the application is reviewed and approved, you will be notified and will be given a Construction Permit. If the application is denied, you will receive written notice with an explanation. Construction may not start until the permit is issued.

Permits expire one year after issuance and may be renewed at full price. By law, a building permit is not closed out until the project is finished and a Certificate of Occupancy/Compliance (C/O, C/C) has been issued; it is the **applicant's/homeowner's responsibility** to call this department to obtain a Certificate of Occupancy/Compliance. If the project has not been started and you wish to close out the permit, it is the **applicant's/homeowner's responsibility** to send a written notice stating that project has not been started and give this department permission to verify.

The Construction Permit and your 911 address must be clearly displayed on a place visible from the road.

[F] 303.3 Premises identification. Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).



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Building Department

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845.832.6111 x102 – Building Inspector

845.832.6111 x119 – Code Enforcement

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845.832.3188 - Fax

For Office Uses Only ☐ Residential ☐ Commercial

Permit #: _____ Zone: _____

Grid #: _____

Fee: \$ _____ Date Paid: _____

Check #: _____ Receipt #: _____

Building Permit Application – Decks & Porches

(Must be filled out **IN FULL WITH PAYMENT** before review. Incomplete applications will be returned.)

Application is hereby submitted to the Building Inspector/Code Enforcement Officer of the Town of Dover for the approval of plans and detailed statement of the specifications of work to be performed.

Please describe work to be performed: _____

Owner of Property: _____ **Phone #:** _____

Mailing Address: _____ **Cellular #:** _____

Applicant's Name: _____ **Phone #:** _____

Mailing Address: _____ **Cellular #:** _____

E-mail _____

Builder/Contractor: _____ **Phone #:** _____

Mailing Address: _____ **Cellular #:** _____

Address of Proposed Project: _____ **Lot #:** _____

Distance of proposed structure from property lines; must also be shown on survey or plot plan.

front: _____ ft. back: _____ ft. side 1: _____ ft. side 2: _____ ft.

size of lot: _____ ac. frontage: _____ ft. height of highest point: _____ ft.

Size of proposed structure: width: _____ ft. depth: _____ ft. TOTAL: _____ sq ft.

Is property within a registered: ☐ Floodplain? ☐ Wetland? ☐ Easement? **If yes, show on survey & describe.**

Estimated cost of construction: \$ _____

Estimated date of completion: _____

I confirm that I understand that building permits expire one year after issuance and it is my responsibility to call the Town of Dover Building Department for all required inspections during construction and to obtain a Certificate of Occupancy/Compliance upon completion thereof in compliance herewith. I also understand my responsibilities of all provisions of Town of Dover Zoning Laws, New York State Uniform Fire Prevention & Building Code and State of New York Department of Labor requirements whether specified herein or not. The Town of Dover Zoning Law can be researched at www.dovernyny.us (click: Links, Town Code).

Signature of Applicant DATE

Signature of Owner DATE

For Office Uses Only

Pre-Inspection: _____

Application is: APPROVED / DENIED

Application requires: ☐ Planning Board Approval ☐ Zoning Board Approval

Building Inspector/CEO Date Issued

Permits expire one year after issuance

Certificate of Attestation of Exemption



Workers'
Compensation
Board

Instructions for obtaining and filing a Certificate of Attestation of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200) through New York Business Express

Follow these steps:

1. Go to businessexpress.ny.gov.
2. Select **Log in/Register** in the top right-hand corner. A NY.gov Business account is required.
3. If you do not have a NY.gov business account, go to [step 4](#) to set up your account.
If you have a NY.gov log-in and password, go to [step 16](#).
4. Select **Register with NY.gov** under New Users.
5. Select **Proceed**.
6. Enter the following:
 - First and Last Name
 - Email
 - Confirm Email
 - Preferred Username (check if username is available)
7. Select **I'm not a robot**.
 - You may have to complete a Captcha Verification before proceeding.
8. Select **Create Account**.
 - If you already have a NY.gov account, the screen will display your existing accounts, either Individual or Business.
 - Do one of the following:
 - If the account(s) shown is a NY.gov Individual account, select **Continue**.
 - If the account(s) shown is a NY.gov Business account, select **Email Me the Username(s)**.
9. Verify that the account information is correct.
 - Select **Continue**.
10. An activation email will be sent.
 - If you do not receive an email, see the **No Email Received During Account Creation** page.
11. Open your activation email and select **Click Here**.
 - Specify three security questions.
 - Select **Continue**.
12. Create a password (must contain at least 14 characters).
13. Select **Set Password**. You have successfully activated your NY.gov ID.
14. Select **Go to MyNy**.
 - At the top of the screen select **Services**.
 - Select **Business**.
 - Select **New York Business Express**.
 - Select **Log in/Register**.
15. On the New York Business Express home page, do one of the following:
 - Scroll down to Top Requests and select **Certificate of Attestation of Exemption, or**
 - Search Index A-Z for **CE-200**.
16. Under **How to Apply**:
 - Select **Apply as a Business, or**
 - Select **Apply as a Homeowner** (applies to those obtaining permits to work on their residence).
17. Complete application screens.
18. Review Application Summary.
19. Attest and submit.

You will receive an email when your certificate has been issued.

To view your certificate:

- Select **Access Recent Activity** from your email, or
- Access businessexpress.ny.gov, and then access your **Dashboard** (under your login name on right).

Print and sign the **Certificate of Attestation of Exemption**.

Submit your **CE-200** for your license, permit or contract to the issuing Agency.

Please note the following requirements concerning stairs and railings as required by code.

- 1) Railings above stairs must be between 34" and 38", measured above the nose of the tread.
- 2) The opening between the guards (balusters) must be 4" or less.
- 3) Open risers are permitted providing the opening is 4" or less.
- 4) Railings on decks and porches more than 30" above the adjoining surface must be at least 36" high. Again, the opening limitation is 4" or less for the guards and the toe opening.
- 5) The maximum stair rise (height) is 8 1/4".
- 6) The minimum tread depth shall be 9".
- 7) The minimum stair width shall be 36".
- 8) Handrails of a circular type shall be between 1 1/4" and 2" in diameter.
- 9) Non-circular handrails shall have a perimeter of at least 4" and no greater than 6 1/4" with a maximum cross section of 2 1/4".
 - A) Note: if the perimeter is greater than 6 1/4" the railing must have finger grooves as provided in the code.
- 10) Railings shall be continuous from the top tread to the bottom tread.
- 11) Railing shall terminate in a newel post or be returned to the wall

- 12) Handrails shall be provided on at least one side of each stairway with two or more risers.
- 13) Handrails adjacent to walls shall have a space of not less than 1 ½" between the wall and handrail.

Numbers and Websites of Interest

Electrical Inspectors

New York Electrical Inspections

H.C.R. 4, NYS Route 30
Kelly Corners, NY 12455
(845) 586-2430
Tom LeJeune - Inspector - (845) 373-7308

New York Board

PO Box 1558
Wappingers Falls, NY 12590
Pat Decina - Inspector - (845) 298-6792
(phone & fax)

Electrical Underwriter of NY. LLC

PO Box 4089
New Windsor, NY 12553
(845) 569-1759, (845) 562-7371 -fax
Ernest C. Bello - Inspector

Tri-State Inspection Agency

PO Box 1034
Warwick, NY 10990
(845) 986-6514 or (845) 986-0535
Bob Stumbo, Nick DiFusco, Frank Sholtis

Commonwealth Electrical Inspection Service. Inc.

1355 Pittsford-Mendon Road
PO Box 723
Mendon, NY 14506-0723
800 624-2380 or (585) 624-2399-fax
Ronald Henry - Inspector - (845) 562-8429

NY Electrical Inspections & Consulting

93 Beattie Avenue
Middletown, NY 10940
(845) 343-6934, (845) 343-4834- Fax
John Wierl Uwierl@nyeic.com) or Pierre Belarge

The Inspector. LLC

5390 State Route 22
Burke, NY 12917
(518) 481-5300 or (800) 487-0535
David Smith (theinspectorllc@yahoo.com)

State Wide Inspection Services. Inc

1080 Main St
Fishkill, NY 12524
(845) 202-7224
www.swisny.com

Z3 Consultants. Inc.

PO Box 363
LaGrangeville, NY 12540
Gary Beck, Jr. - Inspector- (845) 471-9370
(845) 625-1479 - Fax

Dutchess County Department of Health

387 Main Street
Poughkeepsie. NY 12601
(845) 486-3404

Millbrook District Office
(845) 677-4001

Road Maintenance

Town of Dover Highway Department

(town roads)
(845) 832-9567

NYS Department of Transportation (DOT)

(state roads) Highway Permits
(845) 473-3076

DC Department of Public Works

(county roads) Highway Permits Unit
(845) 486-2928

Department of Emergency Response

E-911 Addressing
(845) 486-6531

Workers' Compensation Board

www.wcb.state.ny.us
(518) 486-6307

Dig Safely (call before you dig)

www.digsafelynewyork.com
800 962-7962

NYS Department of Environmental Conservation (DEC)

www.dec.state.ny.us
(518) 402-8265

NYS Department of State

www.dos.state.ny.us
(212) 417-5800

General Information for Certificates of Occupancy and Compliance

What is a Certificate of Occupancy (C/O)?

◆A document issued by a municipality which authorizes the legal use of a building or structure, in whole or in part.

What is a Certificate of Compliance (C/C)?

◆A document issued by a municipality which authorizes the legal use of an accessory building or structure, a minor alteration or addition, or an installation such as a wood stove, furnace or satellite dish antennae.

Who is responsible to obtain such certificates?

◆Just as the property owner has the ultimate responsibility for activities on his or her property and for obtaining building permits, **it also is the property owner's responsibility to call for an inspection to obtain a Certificate of Occupancy or Compliance.**

◆It is a violation of a municipality's local law for any person to occupy or otherwise use a building, structure or other permanently installed equipment for which a building permit has been issued without obtaining a Certificate of Occupancy or a Certificate of Compliance.

What happens if I fail to obtain a C/O or a C/C?

◆Failure to obtain a C/O or a C/C is a violation of the municipality's local law. Violation of local laws can result in the issuance of an order to appear before the local court and such violations are subject to a fine and/or imprisonment.

◆Banks and lending institutions are generally requiring copies of C/Os or C/Cs for new financing or refinancing of property. The lack of a required certificate may delay or cause a denial of a mortgage, which could place a potential property sale or refinancing at risk.

◆Insurance companies are becoming increasingly aware of their profit-loss statistics in this tight economy. In New York State, it is common knowledge that C/Os or C/Cs are required. **Your insurance company may not provide coverage in the event of a tragedy if a required certificate has not been issued.**

How will anybody ever find out that I should have had a C/O or C/C?

◆The records of a municipality are public records which are open for anyone to view. Copies of building permits, inspection reports, violation notices and certificates are required to be kept on file essentially permanently. Lending institutions, insurance investigators and others routinely require information contained in these files.

◆In addition, the Code Enforcement Officer maintains activity logs and may periodically send out notices to remind permit holders that they need to attain closure of their files, through their requesting the required inspections and by their obtaining the required certificate.

What year did the Town of Dover start issuing C/Os or C/Cs?

◆**1984.** Any structure that has been installed, erected, constructed, enlarged, altered or replaced since January 1, 1984 would have required a Building Permit and C/O or C/C.

By law, building permits are never closed out until a C/O or C/C has been issued OR if the project has not been started.