

City of Middletown, NY

APPLICATION FOR BUILDING PERMIT

The undersigned, as _____ hereby
(owner, builder, designer)

applies for a permit to _____ at the property
(alter, add to, build)

located at _____ Middletown, NY, in accordance with
(property address) (sec.- blk- lot)

all municipal ordinances, rules and regulations and in accordance with the accompanying detailed drawings and specifications which are hereby made a part of this application.

Owner's Name

Address _____

Telephone _____

E-mail Address _____

Architect/Engineer

Address _____

Telephone _____

Builder

Address _____

Telephone _____

Licensed Electrician _____ Telephone _____

Licensed Plumber _____ Telephone _____

Architectural Review Board:

- ☐ Required & Completed _____
- ☐ Not Required (Reason) _____
- ☐ Not Required (Outside the BID/Downtown District) _____

General Description of Proposed Work:

(One or two family dwelling, business, mercantile, industrial, storage, assembly, institutional)

Proposed Use: _____ Construction Type: _____ (per NYS Codes)

Total Cost of Construction \$ _____

Insurance Carriers: (submit on proper forms – Acord certificate is not acceptable for WC)

Workers' Compensation _____

Liability _____

Homeowners Insurance _____

Is the property located in a flood plain? ☐ Yes ☐ No

Signature of Applicant _____ Date _____

Building Inspector _____ Date _____

Revised 7/11/2022

Permit No. _____

MIDDLETOWN

FIRE DEPARTMENT

BUREAU OF FIRE PREVENTION

Michael L. Guattery, Fire Inspector

16 James Street

Middletown, NY 10940

Office: (845)346-4111

Fax: (845)343-4014

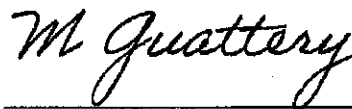
Cell: (845)741-6116

E-Mail: MGuattery@MiddletownNY.gov

Please take note to the following requirements from the Bureau of Fire Prevention.

1. New or altered fire alarm systems require a separate permit.
2. New or altered fire sprinklers systems require a separate permit.
3. New or altered Commercial Cooking Hoods require a separate permit.
4. Buildings with elevators require a separate annual permit.
5. Residential solid fuel burning appliances. (wood and pellet stoves, etc.) Install permit required.
6. Removal or install of Underground Storage Tanks. Permit required.
7. A **Fire Inspection** is required prior to new businesses opening.
8. Any commercial renovations or additions are required to provide an additional set of plans addressed to the Bureau of Fire Prevention.

These requirements are separate from permits that may be required by the DPW Building Department. All permits can be found online at <https://middletown-ny.com/en/public-safety/fire-prevention.html> . If you have any questions or concerns please feel free to contact this office.



Michael L. Guattery
Fire Inspector

Fire Prevention through education & safety

**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 understand that property owner is required to use City Licensed Plumbing or Electric Contractors for work performed at any property other than primary residence.

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:

Sworn to before me this ____ day of

_____, _____

(County Clerk or Notary Public)

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.



Orange & Rockland
a consolidated company

Orange and Rockland Utilities, Inc.
500 Route 208
Monroe, NY 10950-8888
www.ori.com

Gas Compliance Certificate Process August 30, 2010

- 1) Certificate form will be provided with the O&R application for gas service and will be available from the municipality with their permitting process.
- 2) Plumber and electrician (if CSST present) complete their part of the form and submit to the municipality.
- 3) Municipality performs inspection and, if satisfactory, fills in their portion of the form, signs, and stamps with their seal. The municipality then scans or faxes the form to the appropriate O&R New Construction Services (NCS) office (Spring Valley, Blooming Grove, or Middletown). *No gas meters will be installed without a properly completed compliance certificate.*
- 4) Plumber calls NCS when ready to schedule new meter install.
- 5) **EXCLUDING** meters set for convenience*: NCS issues the install order and forwards the order and compliance certificate to the Gas Department.
- 6) For meters set for convenience, NCS will issue a set meter inactive order to the Gas Department BUT not the compliance certificate. The plumber must then complete his work and follow the compliance certificate process detailed above. After inspection by the municipality, the plumber must call NCS when the meter is ready to be unlocked (referred to as "pulling the pin"). NCS will forward the compliance certificate to the Gas Department at that time.
- 7) If the gas meter install (or pulling the pin) is completed, the Gas Department will indicate such on the last section of the compliance certificate and, on a maximum once per month basis, will scan, fax, or mail the successfully completed forms back to the appropriate municipality.
- 8) If violations are found and the gas meter cannot be set or the pin pulled, the Gas Department will hang a green tag advising the customer of the condition(s) that need correction and will list the O&R phone number to call when corrected. The Gas Department will document on the compliance form the date and reason that the meter was not installed or the pin pulled. Then, no later than the second business day following the failed gas meter install or pin pull, the Gas Department will scan or fax the failed compliance certificate back to the appropriate municipality.
- 9) Upon successful completion of a previously failed meter installation or pin pull, the Gas Department will complete the compliance re-inspection form, and scan, fax, or mail a copy to the appropriate municipality no later than the next monthly submittal of satisfactory installs.

* "Meters set for convenience" are generally larger commercial or industrial meters that do not have a meter bar and are put in place by O&R before the downstream piping is installed by the plumber. The meter is installed locked and the plumber pipes to the outlet of the meter. "Pulling the pin" refers to O&R unlocking a meter previously set for convenience after the piping and appliances have been installed.