

TOWN OF MURRAY

BUILDING PERMIT APPLICATION

3840 Fancher Road, Holley NY 14470

Office (585) 638-6570 – codes@townofmurray.org

PROPERTY OWNER INFORMATION:

Name: _____ Address: _____

E-mail: _____ Phone: _____

CONTRACTOR: ☐ Check if not applicable (CE-200 will be required)

Name: _____ Address: _____

Email: _____ Phone: _____

CHECK ONE:

- ☐ New House ☐ Addition ☐ Shed ☐ Remodel ☐ Deck ☐ Pool ☐ Porch ☐ Pole Barn
☐ Fireplace ☐ Garage ☐ Wood Stove ☐ Generator ☐ Solar Panels ☐ Demo

Total sq. ft. _____ Construction Cost: \$ _____

A building permit expires 12 months from the date of permit issuance. Application is hereby made to the building office for the issuance of a building permit pursuant to Title 19 NYCRR Code for the construction of buildings, additions or alterations, or the removal or demolition as herein described. The applicant and/or owner agrees to comply with all applicable laws, ordinances, regulations and all inspectors to enter the premises for the required inspections.

Signature of Property Owner or Agent for Property Owner

Date

(Office Use Only)

☐ Footer ☐ Foundation ☐ Framing ☐ Insulation ☐ Electrical ☐ Other ☐ Final
Inspections Required

Total Fee\$ _____ Receipt# _____

Permit Number _____

Building Permit Information

Please contact the office if you are unsure if you need a building permit.

Building Permit Application Information:

Once you have filled out the building permit application, please make sure you have all necessary documents included with the building permit. Please see below:

- Instrument survey map or tape location map which includes the area of the proposed work to be done along with the measurements.
- Two sets of building plans - an original, stamped and signed set and one copy. No reverse plans will be accepted.
- For new construction, energy calculations must be approved with plans.
- For smaller, less complex building (additions, small barns, etc.) a completed cross section sheet must be filled out and returned with your application.
- Workers Compensation and Liability Insurance are needed from the company that will be doing the work. If the work is being done on your own, a CE-200 Form must be filled out, this is a requirement by New York State. The instructions to fill out the CE-200 Form can be found on Page 3 of the Building Permit Application.

Submitting Building Permit:

- Building permit application and documents can be submitted to us via email, fax, or may be dropped off at the Building Department during business hours.
- Building permits can take up to 2 days to be issued for review of town code requirements and to ensure all necessary documentation has been provided. (If you need a building permit quickly, please contact the office).
- The clerk will call to let you know when the permit is ready for pick up.
- Please see the Town Clerk to pick up the Building Permit, and that is when you will make the payment. **(Payment cannot be made before the Building Permit is issued).**

After the Building Permit is Issued:

- After the Building Permit is issued, and permitted work begins, inspections may need to be done during, depending on the type of work. Please check with the Building Inspector on when inspections will need to be done to maintain compliance.
- When work has been completed a final inspection **MUST** be done. (Please note, any work that involves electric will need an inspection by a certified electrician and we will need a copy of the electrical inspection in order to do the final inspection.)
- After a final Inspection a Certificate of Compliance will be issued to the Homeowner to keep.
- Please keep in mind, Building Permits do have expiration dates on them. If work ends up taking longer to complete than the expiration date, please contact the Building Department.

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 eight 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.