

Town of Mamakating Building Department

2948 Route 209
Wurtsboro, NY 12790
Telephone (845) 888-3000 Option #3
Fax (845) 888-2707
building@mamakating.org

Application for Building Permit

Date Submitted: ____/____/____ Zone: ____ Section: ____ Block: ____ Lot: ____

Attachments which must be submitted with this Completed and Signed Application:

- ☐ Plot Plan (Must be either an unaltered survey or a hand drawn diagram, and show a detailed description of property listing all buildings, accessory structures, well and septic locations with all set back dimensions, i.e. all distances from new construction, existing building/s and accessory structures to rear, each side and front yard lines.)
- ☐ Two Complete Sets of Plans (Showing detailed proposed construction and specifications of proposed construction OR As-Built Construction Plans from a NYS Certified Architect or Engineer. Plans and specifications shall describe nature of work to be performed/work that has been performed, the materials and equipment to be used and installed and details of structural, mechanical, electrical and plumbing installations.)
- ☐ Copy of Paid Property Tax Bill
- ☐ Copy of Deed (Showing ownership)

Flood Zone: ☐ Yes Map# ____ ☐ No

Wetland Designation: ____ Map# ____

All fees paid in relation to such an application will be non-refundable and non-transferable.

Check Proper Permit: ☐ Single Family Dwelling ☐ Multi Family Dwelling ☐ Commercial Structure

☐ Alteration ☐ Demolition ☐ Other (describe) _____

Property Owner's Name: _____

Email Address: _____ Cell #: _____

Property Owner's Mailing Address: _____ Phone#: _____

Street Address of Proposed Work: _____

PLEASE FILL IN ONLY WHAT APPLIES TO YOUR SPECIFIC TYPE OF CONSTRUCTION AND NUMBER 35

1. Foundation Type: _____ 2. Stories: _____ 3. Occupancy Type: _____ 4. Bedrooms: _____
5. Bathrooms: _____ 6. % Basement Finished: _____ 7. Total Square Feet Living Area: _____
8. Siding Type: _____ 9. Roofing Type: _____ 10. Fireplaces: _____ 11. Fireplace Inserts: _____
12. Woodstoves/Pellet stoves: _____ 13. Manufacturer: _____
14. Attached or Detached Garage: _____ 15. Bays: _____ 16. Stories: _____ 17. Size: _____
18. Generator: _____ (Must provide brochure from manufacturer)
19. Deck Size: _____ 20. Covered Porch Size: _____ 21. Enclosed Porch Size: _____
22. Awning Size: _____ (Must provide brochure from manufacturer indicating snow load compliance)

Accessory Structures

23. Shed Size: _____ 24. Shed use: _____ 25. Pole Barn size: _____ 26. Pole Barn use: _____
27. Electric: _____ 28. Plumbing: _____ 29. Above Ground pool: _____ 30. Deck Size: _____
31. In-ground pool: _____ 32. Fence Description: _____ (You must provide the brochure for the pool, filter, ladder, and pool alarm you wish to install)
33. Estimated Cost of Construction: _____ 34. Application Fee: _____

PLEASE MAKE ALL CHECKS PAYABLE TO: TOWN OF MAMAKATING

35. Provide a detailed Description of proposed or completed work: _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

The Homeowner OR contractor MUST provide insurance coverage. IF you are the homeowner and occupy the structure that you are providing insurance for, you need to fill out the Affidavit of Exemption and provide a copy of your homeowner's insurance. Contractors MUST provide Certificate of Insurance listing Town of Mamakating as the insured. * THIS IS STATE LAW - NO EXCEPTIONS unless you provide us with a WC/DB-100 or WC/DB-101 provided by the State of New York Workers' Compensation Board stating that you are exempt.

36. Proof of Workman's Compensation coverage (check one):

- ☐ Liability Insurance and Workman's Compensation Policy enclosed
☐ Homeowner's Affidavit of Exemption and Insurance enclosed

37. Architect/ Engineer: _____ Phone #: _____

38. Contractor/Builder: _____ Phone #: _____

39. Name of Electrician: _____ Phone #: _____

40. Name of Well Driller: _____ Phone #: _____

New York State DEC Registration Number: _____

41. Name of Plumber: _____ Phone #: _____

This application is hereby made to the Building Department for the issuance of a Building Permit pursuant to the New York State Codes and Ordinances of the Town of Mamakating for the construction of buildings, additions, alterations, or for removal, demolition or use of property, as herein described.

- It is the policy of this Department to abandon and destroy, without notification, any application that has been left dormant by the owner or agent thereof for 90 days.
- Every building permit shall expire if the work authorized has not commenced within six (6) months of issuance of permit (meaning no inspection performed within the first 6 months by this Department) or has not been completed within allotted expiration date as noted on the Permit Placard.
- NO BUILDING/ACCESSORY STRUCTURE SHALL BE OCCUPIED OR USED IN WHOLE OR PART FOR ANY PURPOSE WHATSOEVER UNTIL A CERTIFICATE OF OCCUPANCY OR COMPLIANCE HAS BEEN GRANTED BY THE BUILDING INSPECTOR.

The applicant has read the above and by signing below agrees to comply with all applicable laws, ordinances, and regulations.

Original Signature of property owner

Date

Mailing Address

Phone Number(s)

Please Note

Inspections Must be scheduled 24 hours in advance by speaking directly to a clerk
At 845-888-3000 option # 3

*INSPECTIONS REQUESTED ON THE VOICE MAIL OR EMAIL WILL **NOT** BE SCHEDULED *

A FINAL INSPECTION IS REQUIRED FOR ALL BUILDING PERMITS. IT IS YOUR RESPONSIBILITY TO ENSURE YOUR PERMIT IS CLOSED OUT BEFORE THE EXPIRATION DATE.

APPLICATION FOR BUILDING PERMIT

Pursuant to New York State Uniform Fire Prevention and Building Code and Town Ordinances
INSTRUCTIONS

- This application must be completed and submitted with proof of ownership to the Code Enforcement Officer.
- A plot plan showing location of lot and buildings on premises, relationship to adjoining premises or public streets or areas, and showing well and septic locations must be submitted with this application.
- This application must be accompanied by two (2) complete sets of plans showing proposed construction and two (2) complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed, details of structural, mechanical, electrical and plumbing installations.
- New construction and additions impacting an existing septic system must include a septic system design with subject and neighboring well locations that has been prepared and stamped by a New York State licensed professional engineer.
 - If proposed driveway enters a town road, a town highway permit is required. County and State highway permits must be obtained from the appropriate jurisdiction. Gradients may not exceed 14% and surveyor certification of such may be required.
- A certificate of Liability and of Workmen's Compensation made out to the Town of Mamakating or an appropriate waiver is required for all permits.
- The work covered by this application may not be commenced before the issuance of a building permit.
 - Upon approval of this application, the Code Enforcement Officer will issue a building permit to the applicant together with approved duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises, available for inspection throughout the progress of the work.
 - The clear cutting of more than one acre without approvals for the Town Planning Board is prohibited.

Every building permit shall expire if the work authorized has not commenced within six (6) months after the date of issuance or has not been completed and appropriately inspected within the time granted for said construction.

Note: No building shall be occupied or used in whole or part for any purpose whatsoever until a Certificate of Occupancy has been granted by the Code Enforcement Officer.

Required Inspections that must be requested by applicant

Inspection # 1: When footing forms and rebar are in place, prior to concrete

Inspection # 2: When wall forms and rebar are in place, prior to concrete

Inspection # 3: When foundation is completed and waterproofed, footing drains installed, and stone, fabric, and hay are in place

Inspection # 4: When floor has plastic and wire installed, prior to concrete

Inspection # 5: When framing and roof are completed, stairs must be installed, rough electric completed, rough plumbing in place with pressure test on for Building Inspector to witness

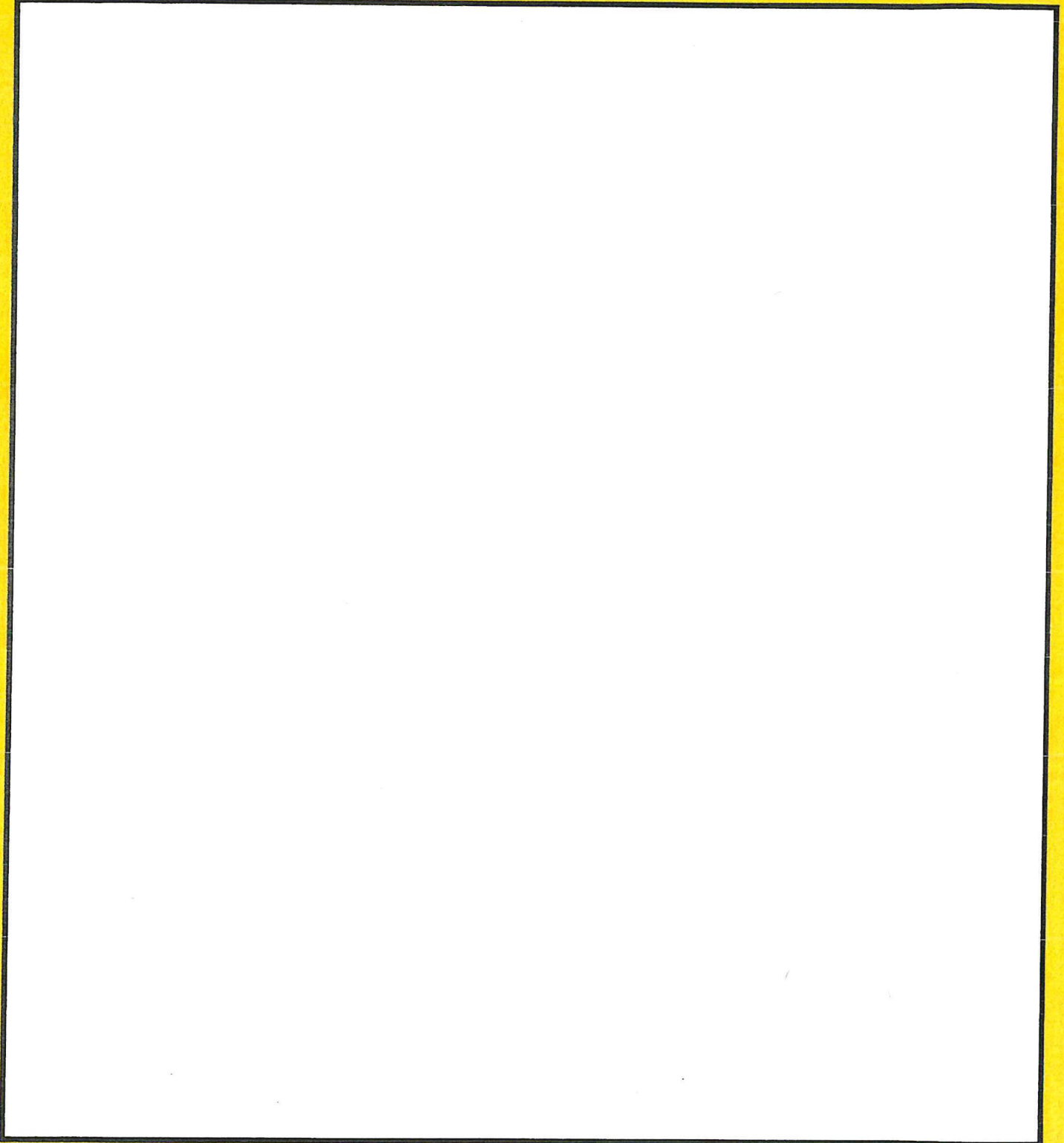
Inspection # 6: Ice & Water Shield

Inspection # 7: Insulation (no sheetrock)- all vertical holes between floors, ceilings, wires, plumbing, etc. must be sealed

Inspection # 8: When septic is completely installed, prior to covering, Building Inspector to witness OR original signed and sealed Engineer Sign-Off Letter verifying install

Inspection # 9: Final- Building must be completely finished, interior & exterior, septic final, As-Built Survey, 911 # posted, water test, well log, electrical final, blower door test, and driveway final. Once all documentation received, final walkthrough with this Department must be scheduled.

Plot Plan/Diagram of your property: Please clearly locate your house and any and all accessory structures (pools, sheds, pole barns, garages, etc.). Please also indicate where the well and septic are located. Clearly locate the proposed construction with dimensions to all property lines. Please include street name and driveway location.



Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, **Owner-Occupied Residence**

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 homeowner's 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
- ♦ 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)

(Telephone Number)

Property Address that requires the building permit:

Sworn to before me this _____ day of _____, _____.
_____ (County Clerk or Notary Public)

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 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 WORKERS' COMPENSATION LAW TO PERFORM WORK RELATING TO SUCH BUILDING PERMIT-

Implementing Section 125 of the General Municipal Law

1. General Contractors and Business Owners

For businesses 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 cc-105.2 or U-26.3),
- ♦ self-insured (SI-12), or
- ♦ are exempt (C- 105.21

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 1(3/99).

♦ Form BP-I (3/99) 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 will be 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 1, 2, 3 or 4 Family **Owner-occupied** Residence is hiring or paying individuals a total of 40 hours or MORE. 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(3/99), 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.

BP-I (3/99) Reverse

Application Check List:

- ☐ Completed Application
- ☐ **ORIGINAL** signature of property owner on application
 - ☐ Proof of Ownership (Deed)
 - ☐ Two (2) Sets of Detailed Plans & Specifications
 - ☐ Plot Plan (needed for ALL applications)
 - ☐ Copy of **current year** paid property taxes
- ☐ Insurance (Workmen's Comp. & Liability OR Homeowner's if doing work as owner-occupied)
- ☐ Driveway Cut Permit (only required for new homes)

Please allow a **MINIMUM of
7-10 BUSINESS days for the
review process**

Please note- additional information may be required after your application is reviewed. This checklist is a generic checklist that should cover MOST projects, but is not all encompassing.