

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 Erosion & Sediment Control Permit

Please read entire packet BEFORE submitting application

Required Documents:

- ☐ Check, cash or credit card for \$120.00 (checks made payable to Town of Dover, there is a 2.95 % convenience fee for credit cards).
- ☐ 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.
- ☐ Survey map showing exact location where alterations will occur.

THE APPLICANT is responsible for adhering to all requirements of §65-9 of the Town of Dover Zoning Law which can be researched at www.dovernyny.us (click: Links, Town Code, Chapter 65). None of the following activities shall be commenced until a permit has been issued under the provisions of this chapter.

- ☐ Altering wetlands, which include draining or filling.
- ☐ Site preparation on slopes which exceed one foot of vertical rise to four feet of horizontal distance (or site preparation in areas known to be subject to severe erosion).
- ☐ Site preparation within the hundred-year floodplain of any watercourse.
- ☐ Excavation which affects more than 200 cubic yards of material within any parcel or any one subdivision.
- ☐ Stripping which affects more than ½ acre of ground surface within any parcel or any one subdivision.
- ☐ Filling which exceeds a total of 200 cubic yards of material within any parcel or any one subdivision.
- ☐ A development or subdivision of two or more units or any development or subdivision requiring any new street or the extension of municipal facilities.

Required Inspections:

- **PRE-INSPECTION BEFORE PERMIT IS ISSUED**
- 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 \$60 per hour with a minimum one-hour charge.

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.



Town of Dover

Building Department

126 East Duncan Hill Road

Dover Plains, NY 12522

845.832.6111 x102 – Building Inspector

845.832.6111 x119 – Code Enforcement

845.832.6111 x103 – Clerk

845.832.3188 - Fax

For Office Uses Only ☐ Residential ☐ Commercial

Permit #: _____ Zone: _____

Grid #: _____

Fee: \$ _____ Date Paid: _____

Check #: _____ Receipt #: _____

Erosion & Sediment Control Permit Application

(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.

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

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

E-mail _____

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

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

E-mail _____

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

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

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

Subdivision Name: _____

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

I confirm that I have read Chapter 69 of the Town of Dover Zoning Law and 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. The Town of Dover Zoning Law can be researched at www.doverNY.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