

SUMMERHILL BUILDING PERMIT - TO BE COMPLETED BY APPLICANT

Town, Village of _____ County: _____
Tax Map Number _____ Date: _____
Name of Applicant: _____
Job Site: _____

Permit Number _____
Permit: Issued On _____ Expires (One Year) _____

P.E. Approved (If Applicable)

By: _____

Date: _____

Occupied As: _____

Name of Owner: _____

Mailing Address: _____

_____ Zip _____

Phone: _____

Fee: \$ _____

Cost: _____

CHECK APPLICABLE ITEMS;

☐ New Construction

☐ Residential

☐ Commercial

☐ Additional

☐ Alteration

☐ Conservation

☐ Renovation

☐ Demolition

☐ Chimney Construction

☐ Solid Fuel Burning Device

☐ Heating

☐ Pool ☐ Roof

☐ Porch ☐ Deck

☐ Garage

☐ Other _____

Fee must be paid at the time application is APPROVED.

X _____
(Applicant) (Inspector)

A SITE DIAGRAM WILL NEED TO BE SUBMITTED.

The Application of _____
Dated: _____, 20____, is hereby Approved (Disapproved) and Permission granted
(refused) for the construction, reconstruction, or alteration of a Building and/or accessory structure as set
forth above.

Reason for Refusal of Permit, if applicable:

Signed: _____, Code Enforcement Officer
J. Patrick Doyle

Dated: _____, 20____

TOWN OF SUMMERHILL

Patrick Doyle

NYS Code Enforcement Officer

13606 State Route 90, Locke, NY 13092

Phone: 315-497-3494

Cell: 315-729-3921

Email: summerhillceo@gmail.com

Town of Summerhill
Building and Codes Department
13606 State Route 90
Locke, NY 13092

J. Patrick Doyle
NYS Certified Code Officer

Phone: 315-729-3921
Fax: 315-497-3495

Things that are checked **Yes** are needed. **No** permit will be issued until all information is provided. Once you are issued a Building Permit, you may commence work. **NO WORK** will be started prior to receiving a Building Permit. **NO EXEMPTIONS**

Yes	Have	N/A	
☐	☐	☐	Copy of the Tax Map
☐	☐	☐	A Site Plan
☐	☐	☐	Notification to Town Highway Dept. and Fire Departments
☐	☐	☐	Copy of the County Septic Permit
☐	☐	☐	Building Permit Application/ Mobil Home Application
☐	☐	☐	Worker's Compensation Forms and Insurance Copy
☐	☐	☐	Well Driller Certification of Registration
☐	☐	☐	Drawings* (2 copies) and building specs (1 office copy/1 site copy)
☐	☐	☐	Res-Check ☐ Comm-Check ☐
☐	☐	☐	Variance/Special Permit Acceptance Letter
☐	☐	☐	Local Laws, Subdivisions or Ordinances
☐	☐	☐	Minimum Maintenance Road
☐	☐	☐	Flood Plain Area requiring DEC or Army Corp. permitting
☐	☐	☐	A Storm water Pollution Prevention Plan
☐	☐	☐	Building Permit Fee
☐	☐	☐	Other

* Certified Stamped Plans are required for the following:

1. All truss drawings
2. All commercial projects and solar array systems
3. All new residential dwellings
4. All residential additions and certain structural changes

A.) Site Plan- Required Items: (Provide drawings and dimensions)

1. Size and location of all existing and proposed structures. (new construction incl. additions)
2. Boundary line survey information.
3. Use of unoccupied space around building(s). (Commercial)
4. Measured distances of structures for setback from road right-of-way and distances to side and rear boundary lines.
5. Location of driveway* (new construction)
6. Designation of any deeds pertaining to lot. (for shared driveway access)
7. Location and establishment of drainage ways, right-of-ways. (Commercial)
8. Location of electric service. (Commercial)

B.) Building Specifications- Required Items: Provide drawings-(2 Copies-1 -office /1- onsite)

Must comply with the Uniform Code Version 2015

1. Elevations of front, side, and rear of building.
2. Foundation, floor, roof, and structural plans.
3. Door, window, and finish schedules.
4. Sections, details, and connections.
5. Material designations. (Foundation, framing, insulation, siding, roofing)
6. Electric floor, ceiling plans including: lighting receptacles, motors and equipment, service entry locations, line diagram and wire sizes, conduits and breakers. (Commercial permits only)
7. Plumbing floor plan including: fixtures, pipe sizes, equipments and isometrics, fixture schedule and sewage disposal. (Residential- floor plan only with fixture locations)
8. Mechanical floor and ceiling plans including equipment, distribution location, with size and flow, location of dampers and safeguards.(Commercial only)
9. When required, adequate engineering details of structural, mechanical plumbing, and electrical work including computations, stresses diagrams and other technical data. (Commercial)
10. Design loads- floor, roof, stairs, walls, etc. (Commercial)
11. Detail of maintenance of fire resistance ratings where penetrations are made in building-assemblies. (Commercial)
12. Utility releases for demolition. (Commercial)
13. Intended construction classification. (Commercial)
14. Designation of number of occupants to be accommodated in rooms and space (except one, two, and multi-family.)
15. Location, construction, size and character of all exit ways. (Commercial)
16. Fire resistance ratings of all structural elements and supporting data. (Commercial)
17. Details of chimneys, vents, ducts, and their connections. (solid fuel appliances)
18. Details of fire protection systems including design considerations. (Commercial)
19. Details of heating appliances and systems. (Commercial)
20. Details of all temporary construction safeguards. (Commercial)
21. Details of all signs and display structures. (Commercial)
22. Details of elevator, dumbwaiter, moving stairs and conveyor equipment. (Commercial)
23. Details of plastics used in construction. (Commercial)
24. Energy Conservation Code Compliance. (ECCCNYS 2015 Version)
25. Additional information which may be required by the Code Enforcement Officer.

* (DRIVEWAYS: If the driveway is 100 feet or less, it must be at least 12 feet wide. If the driveway is over 300 feet in length, the driveway must be 18 feet wide and be able to support a 35-ton vehicle. If you have any questions regarding this, please feel free to contact me.)

Town of Summerhill

Required Building Inspections

The issuance and finalization of this building permit is contingent upon all required inspections being performed at required intervals. You are to contact this office for the inspections.

1. **Pre inspection site location.**
2. **Footer/ Pad:** Once the footers/pad are formed, prior to pouring concrete.
3. **Foundations:** Once the anchor bolts, sill plates and the perimeter drains are in place, prior to back filling and/ or framing.
4. **Framing:** Once the framing is 100% complete, prior to sheet rocking.
5. **Plumbing:** All lines will be pressure tested using air or water.
6. **Electrical:** An approved certified electrical inspection agency shall do all inspections and issue a certificate prior to final inspection.
7. **Insulation:** Once the vents are in place and the insulation has been installed, prior to sheet rocking.
8. **Final:** Once everything has been completed, You are not to occupy/use the building or area until a final inspection is done and a certificate has been issued.

You will need to contact the Building Department and set up a time for the inspections.

Note: APPROVAL BY THE TOWN CODE ENFORCEMENT OFFICER DOES NOT RELINQUISH THE OWNER'S RESPONSIBILITY TO ADHERE TO ALL LOCAL LAWS AS WELL AS THE NEW YORK STATE BUILDING AND FIRE PROTECTION CODES.

Permit # _____

TOWN OF SUMMERHILL
Patrick Doyle
NYS Code Enforcement Officer
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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 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:

<i>Sworn to before me this _____ day of _____,</i> _____ <i>(County Clerk or Notary Public)</i>

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.