

Town of Blenheim

Building Permit Application Instructions

A permit will be issued when it is determined that the application is complete and the proposed work conforms to applicable requirements of the Uniform Code. Building permits are valid for one year from date of issuance (unless otherwise noted), and may be renewed once at half the original cost. Permits must be kept current until closed out with a certificate of Occupancy, or Certificate of Compliance. The Town of Blenheim must be notified of any changes to information during the period for which the permit is in effect.

A BUILDING PERMIT IS REQUIRED BEFORE commencing construction, enlargement, improvement, removal, demolition of any building or structure or any portion thereof, or installation of heating equipment or solid fuel burning device.

- Lot size minimum is 1 acre
- The tax map or property ID number can be obtained from the local assessor, Town Clerk or through your county real property tax office. A Certificate of Occupancy will not be issued without this number.
- A 911 address must be assigned by Schoharie county before a permit is issued please contact

Schoharie County Real Property Tax Service

PO Box 308 Schoharie NY 12157

866-295-6229

- If the area of the new residential building is greater than 1,500 Sq Ft or if the cost of the alteration or addition exceeds \$10,000, or if the alteration will have an effect on either structural or public safety, plans submitted must bear the original seal and signature of a NYS licensed Professional Engineer or Registered Architect as provided for in Sections 7307 and 7209 of the New York State Education Law
- Submit one copy of sewage disposal system design documents as approved by county health department along with approval letter

Schoharie County Health Dept.

PO Box 667 Schoharie NY 12157

518-295-8365

- Construction, Alterations or addition cost includes the material and labor costs associated with project work. Project costs include direct costs for wells, septic systems, electrical hook-ups, foundation systems etc. Not included are architect, attorney, engineer or other fees and land acquisition costs.

Design Criteria

Ground snow load- 50 lb./square foot. Sites at elevations above 1,000' shall have their value increased by 2 psf for every 100' above 1,000

Wind speed- 90 mph

Seismic Design Category -B

Weathering probability- Severe

Frost depth- 48"

Termite Infestation probability- Slight to Moderate

Ice Barrier Underlayment Required- Yes

Flood Hazards- Yes

Building Setbacks- 40' from edge of road, 25' from property lines

- Undertaking activity that requires a building permit prior to obtaining such a permit is prohibited. This would be a violation, liable to a fine until permit is processed.
- It is the Owners responsibility to give the Building Inspector at least 48 hrs. notice for inspections. If arrangements are not made it would constitute a violation, and a stop work order may be issued.

INSPECTIONS

- Work site prior to the issuance of a building permit
- Footing excavation, forms and reinforcement before concrete
- Foundation wall forms and reinforcement before concrete
- Foundation water proofing and drainage before backfill
- Rough framing
- Rough mechanical and plumbing (drain and supply lines must be pressure tested with water or air)
- Electrical inspection by a 3rd party electrical inspector
- Fire resistance penetrations, and insulation before final covering
- Solid fuel burning heating appliances, chimneys, flues or gas vents
- Final inspection after all work has been completed

PLEASE KEEP THESE INSTRUCTIONS AND INSPECTION SCHEDULE FOR YOUR RECORDS AND SUBMIT THE FOLLOWING APPLICATION TO

Town of Blenheim

PO Box 928

N. Blenheim NY 12131

TOWN OF BLENHIEM

BUILDING PERMIT APPLICATION & FEE SCHEDULE

Applicant Name: _____ **Owner:** _____

Address: _____ **Address:** _____

Phone: _____ **Phone:** _____

E-mail Address: _____ **E-mail address:** _____

Contractor's Name: _____ **Phone:** _____

Email Address: _____

Mailing Address: _____

Project

Location: _____

Seasonal Road: **YES** ____ **NO** ____

Upon issuance of this permit, applicant acknowledges construction is being done on a Seasonal / Limited Use and / or Town Road and is hereby responsible for any damage / change in condition of said road. The Town of Blenheim assumes no responsibility relative to making any repairs, maintenance or plowing that otherwise would not be performed under any other condition(s).

Tax Map #: _____

Occupancy Classification: _____

Flood Plain: **YES** ____ **NO** ____

Wetlands: **YES** ____ **NO** ____

Description of work:

Septic System: Existing _____ New _____

If new, please attach Schoharie County Health Department approval of system or design.

Well: Existing _____ NEW _____

Heating System: _____

Proof of Workers Comp. Insurance from a contractor must be provided. Alternately a signed Affidavit of Exemption can be provided for Town acceptance.

Applicant must provide 2 sets of construction documents (drawings, and / or specifications) which are prepared by a New York State registered architect or licensed professional engineer.

Applicant must also include a site plan indicating and identifying property set-backs, well, and septic locations.

All work is to remain accessible and exposed for CEO Inspection. Permit holder shall notify the Code Enforcement Officer when work is ready for Inspection(s). Please contact the Code Enforcement Officer at least 48 hours prior to need for the inspection.

Applicant's Signature

Date

Permit Issue Number

Date

Code Enforcement Officer

Date

***Application and check must be submitted to the Town Clerk**

Amount submitted: \$ _____

Make checks payable to: **Town of Blenheim.**

**Blenheim Town Clerk
Officer**

Diane Ericson
P.O. Box 928
103 Blenheim Municipal Way
North Blenheim, NY 12131
(518) 827-6115

Blenheim Code Enforcement

Brian Caron
518-827-5668
caroncarpentry29@yahoo.com

Required Inspections:

- Work site prior to the issuance of a building permit
- Footing excavation, forms and reinforcement
- Foundation forms and reinforcement
- Foundation water proofing and drainage
- Rough framing
- Rough mechanical and plumbing
- Electrical inspection by a 3rd party inspector
- Fire resistance penetrations, and insulation before final covering
- Solid fuel burning heating appliances (including wood stoves), chimneys, flues or gas vents
- Energy Code compliance
- Final inspection after all work has been completed

Permit Fee Schedule:

Construction / Improvement Cost / Fee(s)

\$30.00 - \$7,500.....	\$50
\$7,501 - \$15,000.....	\$75
\$15,001 - \$30,000.....	$\$75 + (\text{total cost} - \$15,001) / 1000 \times \$3.50$
\$30,001 - \$100,000.....	$\$128 + (\text{total cost} - \$30,001) / 1000 \times \$2.50$
\$100,001 - \$5,000,000.....	$\$303 + (\text{total cost} - \$100,001) / 1000 \times \$2.00$
\$5,000,000 and up are to be negotiated with Town Board	

Other / Additional Fee(s) Schedule:

All inspections required for mobile home installations, regardless of cost - \$100.00

Demolition Permit Fee - \$30.00

Installation of above ground pool – \$30.00

Installation of in-ground pool - \$75.00

Installation of wood stove or similar unit - \$30.00

Fireworks Permit Fee - \$75.00

Letter indicating no permit required - \$30.00

Request for certificate of occupancy - \$30.00

*Any permit issued in the flood plain shall have the permit fee doubled.

*Any roof replacement permit will be at no charge (permit still required).

*All permits expire after one year of the issue date and may be renewed on a one-time basis for an additional year at one-half (1/2) the original cost. After year two (2) or renewal, a new permit must be obtained at the current full Permit Fee Schedule cost.

PENALTIES:

NO WORK IS TO COMMENCE WITHOUT SECURING AN APPROVED TOWN OF BLENHEIM BUILDING PERMIT.

ANY WORK COMMENCED ABSENT A REQUIRED TOWN OF BLENHEIM BUILDING PERMIT IS PROHIBITED AND SUBECT TO A FINE. FOR PROJECTS WITH COSTS FROM \$30.00 TO \$15,000.00, A FINE OF \$250 SHALL BE ASSESSED TO THE APPLICANT. PROJECTS OVER \$15,000 COMMENCED ABESENT THE REQUIRED BUILDING PERMIT SHALL BE ASSESSED A FINE OF \$500.00 AND WITH THE ISSUANCEOF A “STOP WORK” NOTICE IN ADDITION TO THE REGULAR TOWN OF BLENHEIM PERMIT FEE. NO BUILDING PERMIT WILL BE ISSUED UNTIL ANY IMPOSED FINE IS PAID IN FULL.

ANY “STOP WORK” NOTICE IS TO BE ISSUED BY THE TOWN CODES ENFORCEMENT OFFICER AND CAN BE MADE VIA EMAIL, U.S. MAIL OR IN-PERSON.

ANY WORK CONTINUED WITHOUT A VALID TOWN OF BLENHEIM BUILDING PERMIT AFTER NOTIFICATION TO “STOP WORK” BY THE TOWN OF BLENHEIM CODES ENFORCEMENT OFFICER IS SUBECT TO A FINE OF \$100.00 PER DAY, APPLICABLE TO EACH DAY OF WORK CONTINUANCE AFTER NOTIFICATION BY THE CODES ENFORCEMENT OFFICER.

Applicant Certification:

I hereby certify that I have read the instructions and examined this application and know the same to be true and correct. All provisions of laws and ordinances, state and local covering this type of work will be complied with, whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or land use or the performance of construction.

Applicant Signature: _____

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:

Sworn to before me this _____ day of _____, _____. _____ (County Clerk or Notary Public)
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Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.