

Village of Moravia

J. Patrick Doyle
Code Enforcement Officer

Phone: 315-497-1820

Cell Phone: 315-729-3921

Fax: 315-497-0069

Application No. _____

Date: _____

Fee: \$ _____

Application for Building/Zoning Permit (Not a Permit)

IMPORTANT INSTRUCTIONS, PLEASE READ CAREFULLY.

1. Application must be complete. Please type or clearly print in ink all necessary information.
2. Completed Application must be submitted to the Moravia Village Clerk before review process can begin. Appropriate fee to be paid prior to issuance of permit.
3. Application must be supported with the following documents:

MINOR PROJECT: A. Plot plan (see attached sample)

B. Sketch of project and/or specifications/materials list.

C. Proof of Insurance for contractors (Liability, Worker's Compensation and Disability Insurance Certificates or CE-200)

MAJOR PROJECT: A. Three (3) copies of plot plan signed

B. Three (3) copies of design drawings signed and sealed by a licensed architect or licensed professional engineer.

C. Proof of Insurance for contractors (Liability, Worker's Compensation and Disability Insurance Certificates or CE-200)

PLEASE COMPLETE:

Location of property: _____
(Street No., Lot No., Nearest Road)

Tax Map No.: _____

Name of Owner: _____

Address: _____

Tel. No. /Cell No. _____
(Phone) (Cell)

Email Address _____

Application for Building/Zoning Permit (continued)

A. PROJECT CONTACTS:

Builder (If self, so indicate) _____

Address _____

Telephone/Cell NO. _____

Architect or Engineer _____

Address _____

Telephone/Cell NO. _____

B. NATURE OF WORK

(CHECK ALL APPROPRIATE CATEGORIES BELOW):

Existing Structure(s)

- 1. Repair (structural) _____
- 2. Addition _____
- 3. Alteration _____

- 4. Removal _____
- 5. Demolition _____
- 6. Other (Specify) _____

New Structure(s)

- 1. Single Family _____
- 2. Accessory Buildings:
Garage: _____ Attached _____ Detached
Shed _____

- 3. Two Family _____
- 4. Deck: _____ Covered _____ Open
- 5. Swimming Pool: _____ Above _____ Below

C. PRINCIPAL CONSTRUCTION MATERIAL TO BE USED:

- 1. Wood _____
- 2. Brick _____

- 3. Block _____
- 4. Other (Specify) _____

D. TYPE OF FOUNDATION:

- 1. Cellar _____
- 2. Slab _____
- 5. Other (Specify) _____

- 3. Basement _____
- 4. Crawlspace _____

E. COMPLETE THE FOLLOWING:

- 1. Will the project involve plumbing? Yes _____ No _____
- 2. Will the project involve H.V.A.C.? Yes _____ No _____
- 3. Will the project involve electrical? Yes _____ No _____

F. COST OF THIS PROJECT: (all labor* and materials)

\$ _____

* estimate your labor, if applicable.

Application for Building/Zoning Permit (continued)

G. ZONING DISTRICT OF PROPERTY (Circle One)

- | | | |
|------------------------------|-----------------|--------------------------------|
| 1. Residential | 2. Agricultural | 3. Agricultural/Recreational |
| 4. Central Business District | 5. Commercial | 6. Commercial/Light Industrial |

H. PRINCIPAL USE OF PRESENT STRUCTURE(S) AND/OR LAND (Circle One)

- | | | |
|--------------------------|---------------|-----------------|
| 1. Residential | 2. Commercial | 3. Agricultural |
| 4. Other (Specify) _____ | | |

I. PRINCIPAL USE OF THIS PROPOSED PROJECT. (Describe) _____

J. DIMENSIONS OF TOTAL PROPERTY (If applicable)

Lot size: Length _____ (X) Width _____ (=) Total sq. ft. _____

Existing Buildings:
Length _____ (X) Width _____ (=) sq. ft. _____

Length _____ (X) Width _____ (=) sq. ft. _____

Total square footage – Existing buildings _____

K. DIMENSIONS OF PROPOSED PROJECT (If applicable)

Length _____ (X) Width _____ (=) Total sq. ft. _____

Height _____ Number of stories _____

L. PROPERTY LINE SETBACKS OF PROPOSED PROJECT. (If applicable)

Front lot line setback _____ ft. Side lot line setback _____ ft.

Rear lot line setback _____ ft. Side lot line setback _____ ft.

M. ENCLOSED LIVING AREA. (If applicable) Total sq. Ft. _____

GENERAL INFORMATION PERTAINING TO THIS APPLICATION

This application will be reviewed by the Code Enforcement Officer and/or the Village Consulting Engineer. If disapproved, a letter of denial explaining reason(s) for denial will be issued to applicant. If approved, a BUILDING/ZONING PERMIT will be issued to the Applicant.

Work covered by this APPLICATION shall not commence prior to the issuance of a PERMIT. The PERMIT shall be valid for a period of twelve (12) months from the date of issuance. Construction under the PERMIT must be substantially complete within twelve (12) months or an extension must be obtained from the Code Enforcement Officer. A NOTICE OF PERMIT (issued by the Village must be kept on the premises, publicly visible, throughout the progress of work.

Application for Building/Zoning Permit (continued)

This project may involve work requiring approval of various outside agencies. Certain outside agency approvals may be required prior to the issuance of a Permit. Final approval of all agencies involved must be submitted to the Code Enforcement Officer prior to the issuance of a Certificate of Occupancy or Compliance. Examples, not limited to the following, would be:

<u>Project Involvement</u>	<u>Agency</u>
1. Land division, Site Plan Review, SEQR, etc.	Moravia Village Planning Board
2. Zoning matters, SEQR	Moravia Village Zoning Board of Appeals
3. Public water, sewer	Moravia Village Water, Sewer Departments(s)
4. N.Y.S. Roads	NYS Dept. of Transportation
5. Floodplains, wetlands	NYS Dept. of Environmental Conservation
6. Streams, Lakes, etc.	U.S. Army Corps of Engineers

Application for a CERTIFICATE OF OCCUPANCY OR COMPLIANCE is made concurrently with this filing. It is the responsibility of the owner or authorized agent to notify the Code Enforcement Officer when the project is completed to obtain a Certificate of Occupancy.

The Village Code Enforcement Officer and/or Building Inspector, upon the display of proper credentials and in the discharge of his duties, shall be permitted to enter upon the premises covered by this application without interference, for the purposes of inspecting, during normal working hours.

No person shall make any changes to the plans herewith submitted or of the specifications herein contained in the structural part of the project without the written consent of the Code Enforcement Officer.

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I certify that the answers to the questions set forth in this APPLICATION are true, correct and complete. Additionally, I agree that, in the event the PERMIT is approved, to comply with the provisions of all State of New York and Federal Government laws, rules and regulations, as they pertain this APPLICATION.

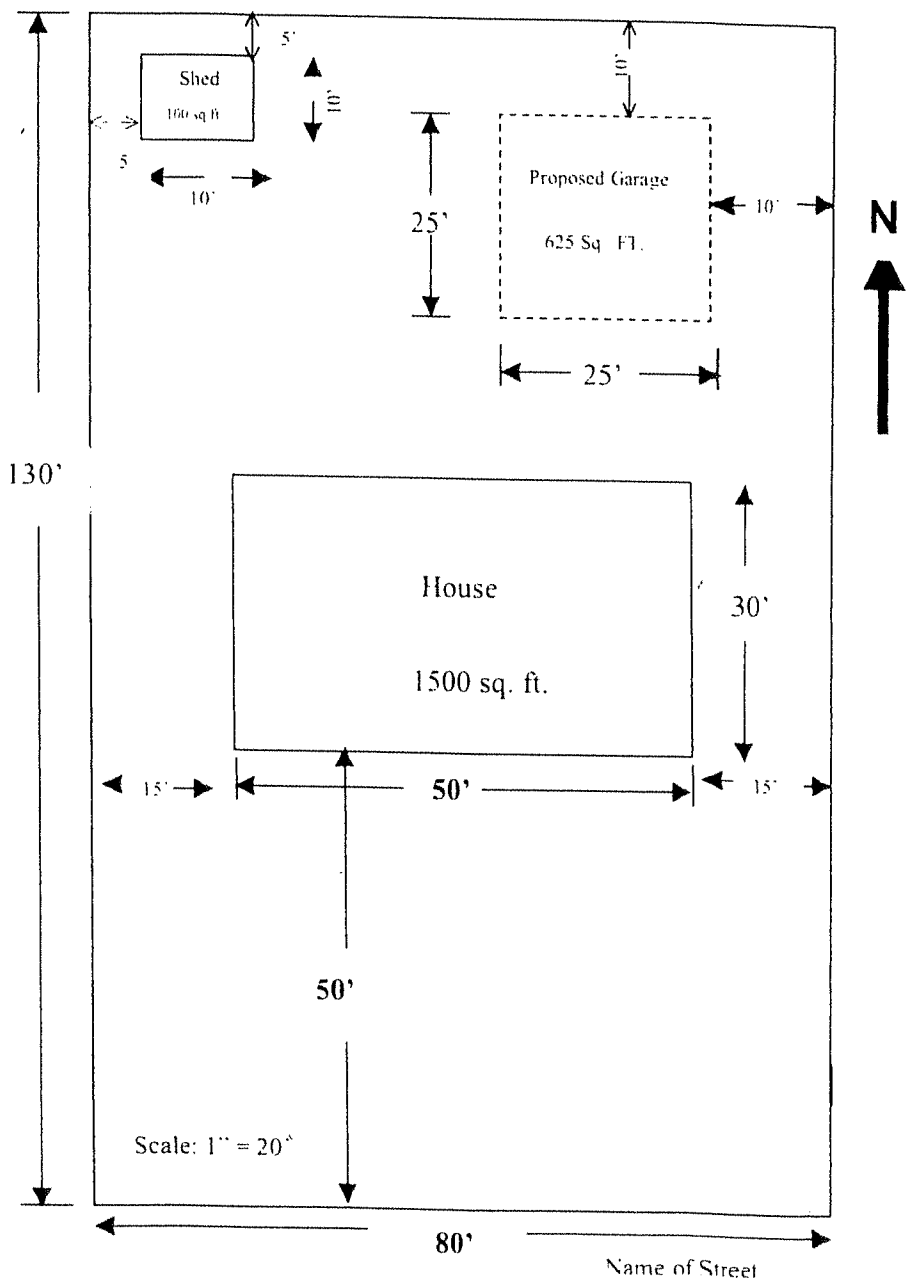
Signature: _____
(Owner or authorized agent)

Village of Moravia
22 Central Street
Moravia, New York 13118

PLOT PLAN SHOULD CONTAIN:

SAMPLE PLOT PLAN

- A. Name of Owner
- B. Address of Property
- C. Tax Map No.
- D. Dimensions of lot to scale.
indicate north per compass.
- E. Draw existing structures on lot
to scale.
draw with solid lines.
- F. Draw proposed structures to scale.
draw with dotted lines.
- G. Indicate square footage of
all structures.
- H. Distance from all structures
to lot lines.
- I. Identification of adjoining property.
ie; Street, Lake, neighbors by name.



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 (12/08).

- ◆ 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 (12/08), 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.

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.



Call Before You Dig!

Dig Safely New York, Inc.
(serving all of New York
excluding NYC and Long Island)
800-962-7962 or 811
www.digsafelynewyork.com

New York 811
(serving only NYC
and Long Island)
800-524-7603 or 811
www.newyork-811.com

1. You must call for a location request at least two working days but not more than ten working days before any excavation or demolition starts. (Excluding holidays & weekends).
2. You must call regardless of where the planned excavation or demolition is located. Even if it is on private property, out in the middle of a field, or on a street that has no name, **you must call.**
3. You must call even if you are only excavating a few inches or just surface grading. If you move material, **you must call.**
4. You must call even if the property owner tells you the site has no buried facilities, or he or she knows where buried facilities are located.
5. Make sure you have a proper location request. Don't rely on old marks, or another excavator's marks or stake out request. No piggybacking.
6. Mark out the area you plan to excavate with white paint, flags, or stakes. (See page 5 for details.)
7. When investigators from the Public Service Commission (**PSC**) inspect an excavation or demolition site, or investigate damage, they will check to see if you have a proper location request.
8. Review the Location Request Information Sheet so you will know what you need when you call (see page 4).
9. Part 753 defines an emergency as: Any abnormal condition which presents immediate danger to life or property including discontinuance of a vital utility service necessary for the maintenance of public health, safety and welfare.
10. **For emergency excavations or demolitions notify your one-call center with the location of the emergency excavation or demolition as soon as possible! To constitute an emergency, you must be on-site or on the way to the site to do the work.**

