

**Department of Code Enforcement
Village of Black River, New York**



BUILDING PERMIT APPLICATION CHECKLIST

Instructions

1. This application must not be completed in pencil.
2. No work shall begin until the permit is issued. The submission of the application does not give consent for any work to begin.
3. A plot plan of the project must be submitted with the application showing property lines, lot size, and distances to the project.
4. Three (3) complete sets of plans showing the construction work must be submitted; showing structural details, mechanical and sewer connection layout, electrical, plumbing, and any other information that may be required to determine if the project meets NYS and Village of Black River Codes. If the project's total cost is greater than \$20,000 the plans must be stamped by a NYS licensed design professional. (NYS Education Law Article 145 & 147)
5. No building shall be occupied in whole or in part until a certificate of occupancy has been issued.
6. If work is done by a contractor, proof of Workers Compensation Insurance is required. The proof must be submitted on Form U-26.3 or C-105.2. The Village of Black River must be named as an additional insured. (An ACCORD form will not be accepted as proof of insurance.) Under certain circumstances a CE-200 Exemption Form will be accepted.
7. If work is to be done by the owner, a CE-200 Exemption Form can be obtained online at the following website.
http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp
8. Proof of Liability Insurance must be submitted. The Village of Black River must be listed as an additional insured. (An ACCORD Form is acceptable proof for this insurance.)
9. Any project which involves breaking ground is required to call Dig Safe NY at 811 prior to the issuance of the permit.
10. The applicant is responsible to comply with all state and federal regulations. The Village may require written proof that you have contacted all state and federal agencies.

**Please Note: The Village may take up to 30 days to
administratively review and issue permits.**

Effective 02/01/2021 - This form replaces **all** other forms

The Village may take up to 30 days to review and issue permits.

Permit must be issued prior to starting any work.

Property Information

Street Address	
City ST ZIP Code	
Tax Map ID #	

Property Owner

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Cell Phone	
E-Mail Address	

Design Professional Information

Name	
Company Name	
License Number (if applicable)	
Street Address	
City ST ZIP Code	
Work Phone	
Cell Phone	
E-Mail Address	

Contractor Information

Do You Employ Workers

☐

Yes

☐

No

Name	
Company Name	
Street Address	
City ST ZIP Code	
Work Phone	
Cell Phone	
E-Mail Address	

SUBMIT WITH APPLICATION (VILLAGE OF BLACK RIVER NAMED AS ADDITIONAL INSURED)

☐ **CERTIFICATE OF LIABILITY INSURANCE (Accord Form #25)**

☐ **CERTIFICATE OF WORKERS' COMPENSATION (Form U-26.3 or C-105.2 (Not an Accord Form)
or CE-200 Exemption Form)**

Type of Building Project Planned

Check all that apply

☐ New Residential Construction	☐ Building Relocation	☐ Plumbing ☐ New ☐ Repair
☐ New Commercial Construction	☐ Shed / Garage	☐ Well ☐ New ☐ Replacement
☐ Residential Addition	☐ Deck	☐ Septic ☐ New ☐ Repair
☐ Commercial Addition	☐ Electrical Work	☐ Sign ☐ New ☐ Replacement
☐ Change in Occupancy		☐ Heating, Ventilation and Cooling ☐ New ☐ Replacement
☐ Demolition		

Project Description

Describe the project you are planning

Estimated Construction Cost \$ _____

**ALL APPLICATIONS MUST INCLUDE PLAN DRAWINGS. PROJECTS WITH A
CONSTRUCTION COST GREATER THAN \$20,000 MUST INCLUDE PLANS
DESIGNED BY A NYS LISCENSED DESIGN PROFESSIONAL.**

Project Specifics - Check All that Apply

Utility Information		
Water Supply ☐ Public ☐ Private	Sewer ☐ Public ☐ Private	Water Meter ☐ Yes ☐ No

Construction Information		
Number of Stories _____	Number of Bedrooms _____	Accessory Building Square Ft _____
Total Square Footage _____	Number of Bathrooms _____	Deck Square Feet _____
Building Height (feet) _____	Finished Basement ☐ Yes ☐ No	
Site Build ☐ Yes ☐ No		
Garage ☐ Yes ☐ No		
Attached ☐ Yes ☐ No		

Energy Source						
Fuel	Natural Gas	Liquid Petroleum	Oil	Electric	Solid	Solar / Passive
Space Heating	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Water Heating	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Site Information	
Tax Number	Width of Driveway (Residential)
Lot Dimensions	Percent of Lot covered by Structure
Front Set Back (feet)	Percent of Lot covered by parking area
Rear Set Back (feet)	Will One Acre of Soil be Disturbed? ☐ Yes ☐ No
Side 1 Set Back (feet)	Survey Attached ☐ Yes ☐ No
Side 2 Set Back (feet)	
Corner Lot? ☐ Yes ☐ No	

Applicant Attestation

I understand that submittal of a building permit application is not an authorization to proceed with the proposed project and the application is correct to the best of my knowledge. I also understand that pending the review of the application and submittals, modifications may be required to the construction documents in order to comply with New York State Building Codes and Village of Black River Zoning and Planning requirements.

Owner Signature (Required)

Date

Applicant Signature
(Required if Different than Owner)

Date

OFFICIAL USE ONLY

MAKE CHECKS PAYABLE TO:
"Village of Black River"

PERMIT NO.: _____

DATE: _____

FEE: _____



Certificate of Attestation of Exemption (CE-200)



NEW YORK
STATE OF
OPPORTUNITY

Workers'
Compensation
Board

While New York Business Express is designed and developed to support business formation in New York, individual homeowners can file their exemption here as well!

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, even though you are an individual.
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 login and password, go to step 14.
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.
8. **(Continued)**
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 choose **Select Here**.
 - Specify three security questions.
 - Select **Continue**.
12. Create a password (must contain at least eight 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**.

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Certificate of Attestation of Exemption (CE-200)



**Workers'
Compensation
Board**

15. On the New York Business Express home page, scroll down to Top Requests:
 - Select **Certificate of Attestation of Exemption** or
 - Search Index A-Z for **CE-200**.
16. Under **How to Apply**:
 - Select **Apply Online as Homeowner**.
17. At the **Entity Type** screen:
 - Select **Individual (Sole Proprietor)**.
 - Select **Save & Continue**.
18. At the **Business Identification** screen:
 - Enter your name and Social Security Number.
 - Select **Save & Continue**.
19. At the **Business Physical Location** screen:
 - Enter your home address.
 - Select the **This is Also my Mailing Address** button, if applicable.
20. At the **Additional Physical Locations** screen:
 - Select **Save & Continue**.
21. At the **Mailing Address(es)** screen, your mailing address will appear.
 - Select **Save & Continue**.
22. At the **Business Industry Classification** screen, **814110 Private Households** for principal NAICS code is the default. No secondary NAICS code necessary.
 - Select **Save & Continue**.
23. At the **Sole Proprietor/Owner** screen, enter the remaining blank fields. Some information has been provided for you.
 - Validate address.
 - Select **Save & Continue**.
24. At the **Workers' Compensation and Disability and Paid Family Leave** screen, answer these questions:
 - Do you have New York Workers' Compensation Insurance?
 - Do you have New York Disability and Paid Family Leave Benefits Insurance?
 - Select **Save & Continue**.
25. At the **Permit, License, or Contract Information** screen:
 - Select **Building, Electrical or Plumbing Permit**.
 - Issuing Agency — Enter the Town, City, or Village Building Department.
 - Select **Save & Continue**.
26. At the **Workers' Compensation Exemption Reason** screen, select the appropriate exemption reason. If **Fair Play** exemption is selected, an additional screen will display criteria to review. Check the box **I understand**.
 - Select **Save & Continue**.
27. At the **Disability and Paid Family Leave Exemption Reason** screen, select the appropriate exemption reason.
 - Select **Save & Continue**.
28. Review the **Application Summary**.
29. **Attest & 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 businesssexpress.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.

Questions? Call the NYBE Contact Center: (518) 485-5000.