

Established 1788

Town of Catskill



439 Main Street
Catskill, NY

Phone (518) 943-2381
FAX (518) 943-5251

APPLICATION FOR BUILDING PERMIT

The following items must be submitted to the Code Enforcement Officer before a Building Permit will be granted:

- [] A completely filled in application must be submitted. The written Scope of Work must accurately describe the work covered by the Building Permit. Additional work not described will require another permit and applicable fees.
- [] A plot plan of the parcel depicting the well, septic, existing buildings and proposed new construction is required. Delineate the area from building structures existing and proposed to all property lines. Distance measured in feet must be shown to the front, sides and rear property lines. Plan must be drawn to scale and accurately dimensioned.
- [] This application must be accompanied by TWO complete sets of plans showing the proposed construction and TWO complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed, and details of structural, mechanical, electrical and plumbing installations. **Our office conducts a full plan review as required by the NY Department of State. Allow at least two to three weeks for this review, or longer depending on the current workload.**
- [] Proof of liability insurance for the contractor must be submitted.
- [] New York State requires proof of Workers' Comp and Disability or proof of legal exemption from them. Please use the guidelines on the back of this sheet to determine which forms need to be submitted. Submitting incorrect forms will delay issuance of the Building Permit.
- [] New home construction will also require a copy of the survey, an engineered plan for the septic system and the submission of a septic permit application.
- [] **A site visit will be required before any permit is issued.** New buildings and additions other than second story additions will require the following: The property boundaries must be marked and easily recognizable. The footprint of the structure must also be designated. An additional flag identifying the front of the structure must be placed for new buildings.
- [] Cash or check made payable to Town of Catskill for the permit fee.

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Upon approval of this application, the Building Department will issue a Building Permit to the applicant together with an approved, set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work. **All changes to plans must be reported via a change order from the design professional.** The permit will only be honored for the scope of work for which it has been issued. No work is to commence until the Building Permit has been granted.

The required inspections will be checked off on your Building Permit. It is the **homeowner's** responsibility to ensure these inspections are scheduled. Our office needs at least 24 hours advance notice when scheduling. Final inspections and obtaining the Certificate of Occupancy or Certificate of Compliance is also the responsibility of the homeowner.

No building shall be OCCUPIED or USED in whole or in part for any purpose whatsoever until the Final Inspection has been passed and a Certificate of Occupancy has been granted by the Building Department.

***** **INSURANCE REQUIREMENTS*******

New York State requires proof of Workers Comp and Disability Insurance or proof of legal exemption from them. Please use the guidelines below to determine which forms need to be provided. The BP-1 form is available on our website and the CE-200 form is generated from the NYS Workers Comp website. The remaining forms must be obtained from your insurance broker.

- 1) If *applicant* is **Owner** of 1, 2, 3, or 4 Family **Owner-occupied Residence** **AND** owner is performing all the work, **OR** owner is not compensating the individual performing the work **OR** owner is paying individuals a total of less than 40 hours a week:

Owner Occupied Exemption Form BP-1 (9-07) _____

- 2) If *applicant* is **Business** or **General Contractor**, or **Owner** who does not qualify for above exemption, we require one of the following proofs of workers' compensation and disability insurance (either A, B or C):

A. Affidavit of Exemption from Workers Comp and Disability: Form CE-200 (12/08) _____
Print from the NYS Workers Comp website and submit to our office:
<http://www.wcb.state.ny.us> → Click on WC/DB Exemptions Form CE-200

B. Certificates of Workers' Compensation Insurance and Disability Benefits Insurance:
(Workers' Comp) Form C-105.2 _____ **or** State Insurance Fund Form U-26.3 _____
AND
(Disability) Form DB-120.1 _____

C. Self-insured or participating in authorized self-insurance plan:
Form SI-12 _____ **or** Form GSI-105.2 _____
AND
Form DB-155 _____

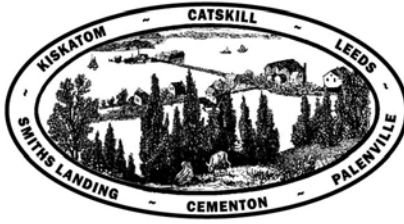
ACORD forms are NOT acceptable proof of NY State workers' compensation or disability insurance coverage!

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Tax Map No. _____

Zone _____

Location _____

Renewal of _____

Project No. _____

Permit No. _____

Approved _____, 20 _____

Disapproved _____, 20 _____

Reason _____

Signature of Code Enforcement Officer

APPLICATION FOR BUILDING PERMIT

Building Permit expires six (6) months from date of issuance

DATE _____, 20 _____

Applicant is: Owner _____ Lessee _____ Agent _____ Architect _____ Business _____ Contractor _____

Name of Applicant _____ Address _____ Phone _____

Name of Owner _____ Address _____ Phone _____

Name of Architect _____ Address _____ Phone _____

Name of Contractor _____ Address _____ Phone _____

1. Nature of work (**check one**):

- (a) New Residential Building _____ Number of Dwelling Units _____
- (b) New Commercial Building _____ Assembly Occupancy Load _____
- (c) All Other New Structures (decks, pools, detached garages, sheds, etc.) _____
- (d) Addition _____ (e) Repair _____ (f) Alteration _____ (g) Relocation _____
- (h) Conversion of Occupancy _____ from use: _____ Occup Code _____

2. State **intended use** of structure (single family dwelling, restaurant, detached garage, swimming pool, etc.).
Intended use: _____ Occup Code _____

3. If new residential structure, or residential alteration or addition, specify the **total** numbers in the structure.
Number of Kitchens _____ Number of Bedrooms _____ Number of Bathrooms _____

4. Dimensions of new construction: Front _____ Rear _____ Depth _____ Height _____ No. of Stories _____

The applicant agrees to the following requirements:

A. All electrical work must be performed by a Greene County Licensed Electrician.

B. All work shall be performed in accordance with the construction documents submitted and accepted as part of this application. The Code Enforcement Officer shall be notified immediately in the event of changes occurring during construction. Any deviation from the approved plans must be authorized, by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged predicated on the extent of the variation from the original plans.

C. All required construction inspections must be performed before continuing to the next stage of work. Failure to schedule inspections will result in a Stop Work Order. **Digital pictures will not be accepted in lieu of physical inspections.**

D. The work covered by this application MAY NOT be COMMENCED before the issuance of the Building Permit.

E. No building shall be OCCUPIED or USED in whole or in part for any purpose whatsoever until the Final Inspection has been passed and a Certificate of Occupancy has been granted by the Building Department. Violators will be subject to fines and/or imprisonment.

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building Permit pursuant to the New York State Uniform Building Code for the construction of building, additions or alterations, or for the installation of swimming pools, as herein described. The applicant has read above requirements and agrees to comply with all applicable laws, ordinances and regulations.

STATE OF _____

COUNTY OF _____

_____ being duly sworn deposes and says that he is the applicant above

(Name of Individual signing application)

named. He is the _____ of said owner or owners, and is duly authorized to

(Owner, Contractor, Agent, Corporate Officer, etc.)

perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of this knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith and in accordance with the New York State Unified Building Code.

Sworn to before me

This _____ day of _____ 20 _____

Notary Public

Signature of Applicant