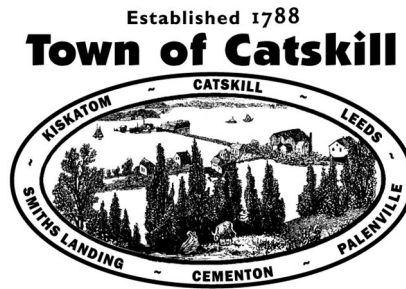


439 Main Street
Catskill, NY 12414



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

APPLICATION FOR ON-SITE SEWAGE DISPOSAL SYSTEM PERMIT

The following items must be submitted to the Code Enforcement Officer as appropriate before an On-Site Sewage Disposal System Permit will be granted. The Applicant shall check each box for which information is being submitted or write the initials "N/A" to indicate that the item does not apply to the proposed work scope. Please note that if the site is located within an established Town Sewer District, a **separate Sewer Connection Permit Application** must be submitted in lieu of this application as connection to the existing municipal system is required.

- ☐ **A completely filled in application form must be submitted.** All proposed work must accurately be indicated. Additional work not indicated on the application will require another On-Site Sewage Disposal System Permit and additional fees may apply.
- ☐ This application must be accompanied by **TWO complete sets of Sewage Disposal System Design Plans** prepared by a New York State licensed Professional Engineer showing the proposed system location, orientation, construction, and specifications. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed, a partial Plot Plan showing the proposed location of all system components, and details of such components as septic tanks, dosing systems, dosing chambers, distribution devices, and absorptions trenches or other subsurface disposal methods. Our office conducts a full plan review as required by the NYS Department of State. Under normal conditions our office's review should take between two (2) to four (4) weeks, but it could take longer depending on the current workload.
- ☐ Proof of **General Liability, Workers' Compensation, and Disability Benefits Insurance** (or if applicable, proof of legal exemption from such insurance requirements) for the prime contractor (or for the property owner if the property owner is performing the work) **must be submitted**. Please use the guidelines which follow to determine which insurance forms need to be submitted. Submitting incorrect forms will likely delay issuance of the On-Site Sewage Disposal System Permit. Three separate forms, one for each type of insurance mentioned above, will be required except when a legal exemption exists in which case only two separate forms will be required (one form for General Liability and one form documenting the exemption for Workers' Compensation and Disability Benefits).
- ☐ New residential and commercial construction will also require, under the cover of a **separate Building Permit Application**, submittal of building design plans and specifications prepared by a NYS licensed Professional Engineer or Registered Architect.
- ☐ A site visit may be required before any permit is issued if for instance, the proposed construction is close to a property lines, existing water supply wells, wetlands, water bodies, watercourses, or other location limiting features.
- ☐ Cash or check made payable to Town of Catskill for the **Permit Fee**.

Upon approval of this application, the Code Enforcement Officer will issue an On-Site Sewage Disposal System Permit to the Applicant together with an approved, set of plans and specifications (i.e., one of the two sets submitted by the Applicant). 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 the plans must be reported to the Code Enforcement Office via a signed and stamped 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 On-Site Sewage Disposal System Permit has been granted and issued.

The required inspections will be checked off on the issued Permit Card. It is ultimately the **Property Owner's responsibility** to ensure that these inspections are scheduled and satisfactorily completed. The Code Enforcement Office needs **at least 24 hours advance notice when scheduling inspections.** Final inspections and obtaining the Certificate of Compliance are also ultimately the **responsibility of the Property Owner.**

No sewage disposal system at the location of work covered by an On-Site Sewage Disposal System Permit shall be placed into service until the Final On-Site Sewage Disposal System Permit Inspection has been passed and a Certificate of Compliance has been issued by the Code Enforcement Office.

*** PERMIT APPLICATIONS ARE NOT ACCEPTED WITHOUT THE STATED INSURANCE REQUIREMENTS ***

Each application must be accompanied with current insurance forms as determined below.

If the **Applicant** is the **Owner** of 1, 2, 3, or 4 Family Dwelling and **lives in the subject residence** (i.e., owner-occupied):

- | | | |
|---|------------------------------|-----------------------------|
| Is owner performing all the work? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is owner not compensating the individual performing the work? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the owner paying individuals a total of less than 40 hours a week? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If **"YES"** to one of the above questions (and the property owner lives in the residence), we require: a copy of the **property owner's Homeowner's Insurance Policy** showing **General Liability** coverage and a completed exemption **Form BP-1** (available in our Town Hall office or downloadable from the Town's website, www.townofcatskillny.gov). Please note that **Form BP-1 can only be used in the case that the property owner lives in the residence where the proposed work is to take place.** Otherwise, the property owner must complete exemption Form CE-200 as is discussed below.

If **"NO"** to all above questions or if the Prime Contractor performing the work is a **business entity** or if the property owner performing the work does not live in the subject residence, we require proof of the Prime Contractor's **or** property owner's (who is performing the work) **General Liability** coverage and **one** of the following proofs of having or being exempt from having **Workers' Compensation** and **Disability Benefits insurance** (either A, B or C):

A. Affidavit of Exemption:

Form CE-200 _____ (This form needs to be completed online at www.wcb.ny.gov)
"A helpful step by step instruction sheet is available upon request in our Town Hall office"

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 Benefits) Form DB-120.1 _____

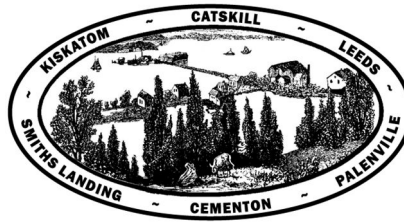
C. Self-insured or participating in authorized self-insurance plan:

Form SI-12 _____ or Form GSI-105.2 _____
AND
Form DB-155 _____

Please Note: ACORD forms, while acceptable of proof of General Liability Insurance, are NOT acceptable proof of NYS Workers' Compensation or Disability Benefits Insurance coverage!

439 Main Street
Catskill, NY 12414

Established 1788
Town of Catskill



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FOR OFFICIAL USE ONLY

Tax Map No. _____	Permit No. _____
Zoning District _____	Approval Date _____, 20 _____
Location _____	Disapproval Date _____, 20 _____
_____	Reason for Disapproval _____
Renewal of _____	_____
Fee \$ _____	_____

Signature of Code Enforcement Officer

APPLICATION FOR ON-SITE SEWAGE DISPOSAL SYSTEM PERMIT

On-Site Sewage Disposal System Permit expires one year from the date of issuance

Street Address where work is to take place: _____

Applicant: Name _____ Email _____
Address _____ Phone () _____

Owner: Name _____ Email _____
Address _____ Phone () _____

Engineer: Name _____ Email _____
Address _____ Phone () _____

Contractor: Name _____ Email _____
Address _____ Phone () _____

1. Nature of work (check and/or fill in all that apply):

(a) ☐ Residential

☐ New On-Site Sewage Disposal System:

Sewage Loading (i.e., number of bedrooms): _____ bedrooms

Septic Tank Size (gal.) _____ gallons

Septic Tank Material: ☐ Concrete ☐ Fiberglass ☐ Other _____

Distribution Box Size (i.e., # of outlet holes): _____ holes

if a Leach Field, # of runs/laterals/trenches: _____ @ _____ feet each

if other than a Leach Field, describe: _____

☐ Replacement of On-Site Sewage Disposal System Component(s):

☐ Septic Tank: Size (gal.) _____, Material _____

☐ Distribution Box Size (i.e., # of outlet holes): _____ holes

☐ if a Leach Field, # of runs/laterals/trenches: _____ @ _____ feet each

☐ if other than a Leach Field, describe: _____

2. Nature of work (check and/or fill in all that apply):

(a) ☐ Commercial

☐ New On-Site Sewage Disposal System:

Sewage Loading (i.e., gpd): _____ gallons per day

Septic Tank Size (gal.) _____ gallons

Septic Tank Material: ☐ Concrete ☐ Fiberglass ☐ Other _____

Distribution Box Size (i.e., # of outlet holes): _____ holes

if a Leach Field, # of runs/laterals/trenches: _____ @ _____ feet each

if other than a Leach Field, describe: _____

☐ Replacement of On-Site Sewage Disposal System Component(s):

☐ Septic Tank: Size (gal.) _____, Material _____

☐ Distribution Box Size (i.e., # of outlet holes): _____ holes

☐ if a Leach Field, # of runs/laterals/trenches: _____ @ _____ feet each

☐ if other than a Leach Field, describe: _____

The above named Applicant by their signature below stipulates that he/she is the

☐ Property Owner ☐ Agent ☐ Architect/Engineer ☐ Contractor ☐ Other _____

and is duly authorized to 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 his or her 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 current New York State Department of Health regulations.

Applicant's Signature: _____ Date Submitted: _____