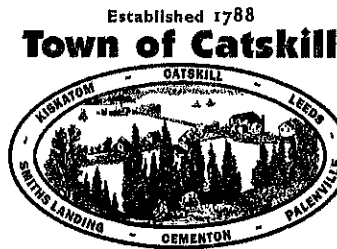


Catskill Town Hall
439 Main Street
Catskill, NY 12414



Phone: (518) 943-2141
Fax: (518) 943-5251

APPLICATION FOR BUILDING PERMIT FOR A **HUD/MANUFACTURED HOME**

The following items must be submitted to the Code Enforcement Officer as appropriate before a Building 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.

- A completely filled in application form must be submitted.** The written Scope of Work must accurately describe all of the work covered by the Building Permit. Additional work not described will require another Building Permit and additional fees as applicable.
- If any existing building footprint will be expanding** by virtue of the work being proposed, a **plot plan of the parcel** is required depicting the location of all existing wells, septic systems, and buildings as well as the proposed new construction. Distances measured in feet must be shown from the proposed new construction to the front, sides and rear property lines. The plot plan must be drawn to scale and be 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. The floor plan must show all options that are proposed. 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 on the back of this sheet to determine which insurance forms need to be submitted. Submitting incorrect forms will likely delay issuance of the Building 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 Septic Permit Application**, submittal of design plans and specifications prepared by a NYS licensed Professional Engineer for any required on-site septic systems. If such new construction is located within an established Town Sewer District, a **separate Sewer Connection Permit Application** must be submitted to allow connection to the existing municipal system.
- A site visit may be required before any permit is issued if for instance, the proposed construction is close to the zoning district's open yard setback line.** New buildings and additions, other than construction within the current building footprint, may then require the following: The property boundary in question would need to be marked in the field and/or be easily recognizable. The footprint of the proposed structure would also need to be designated.

- If the property is located within a FEMA designated 100-year floodplain and the proposed work involves new construction, substantial improvements to an existing structure, or a change of occupancy in an existing structure, a **Floodplain Development Checklist** (attached hereto) **must also be submitted.****

- This office needs to know what type of skirting and venting will be used.**

- A copy of the installation manual:**
 - a. Mark tie-down specs being used for your home.
 - b. Pier stand specs being used for your home.
 - c. Double wide connections, if your home is a double wide.

- Please submit deck and/or landing specs (Cannot attach to home, unless it is engineered).**

- A copy of the retailer's NYS Certification # must be submitted.**

- A copy of the installer's NYS Certification # must be submitted.**

- A copy of the manufacturer's NYS Certification # has to be submitted.**

- Please submit documentation to show the home was designed for the appropriate Snow Load for this area.**

- This office needs the Name and Certification # for the Greene County licensed electrician that will be performing the electrical work.**

- Please submit the Dispute Resolution and Consumer Installation Disclosure forms.**

- Cash or check made payable to Town of Catskill for the Permit Fee.**

Upon approval of this application, the Code Enforcement Officer will issue a Building 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 Building Permit has been granted and issued.

The required inspections will be checked off on the issued Building Permit. 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 Occupancy or Certificate of Compliance is also ultimately the **responsibility of the Property Owner.**

No building or portion thereof that is the location of work covered by a Building Permit shall be occupied or used for any purpose whatsoever until the Final Building Permit Inspection has been passed and a Certificate of Occupancy or Certificate of Compliance has been issued by the Code Enforcement Office.

*** BUILDING PERMIT APPLICATIONS ARE NOT ACCEPTED WITHOUT 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? Yes No
- Is owner not compensating the individual performing the work? Yes No
- Is the owner paying individuals a total of less than 40 hours a week? Yes 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:

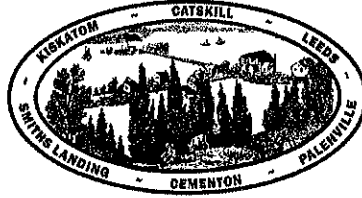
(Workers' Comp.) Form C-105.2 _____ or State Insurance Fund Form U-26.3 _____
AND
 (Disability Benefits) Form DB-120.1 _____

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

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

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

Established 1788
Town of Catskill



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APPLICATION FOR BUILDING PERMIT FOR A HUD/MANUFACTURED HOME

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

FOR OFFICIAL USE ONLY

Tax Map No.: _____ Permit No.: _____
Zoning District: _____ Approval Date: _____
Location of Work: _____ Disapproval Date: _____
_____ Reason for Disapproval: _____
Renewal of Building Permit No.: _____
Project No.: _____

Signature of Code Enforcement Officer

Street Address where work is to take place: _____

Applicant is: Owner _____ Lessee _____ Agent _____ Arch./Eng. _____ Business _____ Contractor _____

Applicant: Name _____ Email _____

Address _____ Phone () _____

Owner: Name _____ Email _____

Address _____ Phone () _____

Arch./Eng.: Name _____ Email _____

Address _____ Phone () _____

Contractor: Name _____ Email _____

Address _____ Phone () _____

1. Enter the following information:

a. For placement of the Manufactured Home:

Name of Installer _____ Phone _____ Certification No. _____

Retailer purchased from _____

Manufacturer _____ Model No./Designation _____

Year _____ Wind Load Zone _____ Roof Load Zone _____ Climatic Zone _____

b. Addition _____ (c) Repair _____ (d) Alteration _____ (e) Deck _____

2. State the intended use of the structure (i.e., single family dwelling, restaurant, detached garage, swimming pool).

Intended use: _____ Occupancy Code _____

3. If a new residential structure, or a 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 _____

5. Does this permit cover electrical work performed? Yes _____ No _____

If yes, provide the name and license number of the **Greene County Licensed Master Electrician**:

Name _____ License No. _____

6. Describe heating system and source of fuel for new construction: _____

7. Construction Classification (check one that applies): Type I _____ Type II _____ Type III _____ Type IV _____ Type V _____

8. Size of the parcel where proposed work will be performed is _____ acres.

9. Type of Sewage Disposal: On-site (e.g., septic tank and leach field) _____ or Public _____

10. Source of Water Supply: Individual Well _____ or Public _____

11. Estimated Cost of Construction ⁽¹⁾ \$ _____

⁽¹⁾ The cost for the Building Permit is calculated on a lump sum, square footage, or combination thereof basis and is not derived from the estimated cost of construction requested above. This estimated cost of construction figure which should include estimates for materials and labor (even if the homeowners are doing the work themselves), is used only for our department's required reporting to the New York State Department of State and has no effect on the property's assessment.

TO BE CALCULATED BY THE CODE ENFORCEMENT OFFICE: Permit Fee \$ _____

******* SCOPE OF WORK *******

Indicate with sufficient clarity and detail the nature and extent of the work proposed. Furnish plans, material lists, and any other documentation as may be required to substantiate that the proposed work will comply with the current New York State Uniform Code and New York State Energy Conservation Construction Code.

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 depending 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 the issuance of a Stop Work Order. Digital pictures will not be accepted in lieu of physical inspections by an authorized Code Enforcement Office representative.
- D. The work covered by this application may not be started before the issuance of the Building Permit.**
- E. No building or portion thereof that is the location of work covered by a Building Permit shall be occupied or used for any purpose whatsoever until the Final Building Permit Inspection has been passed and a Certificate of Occupancy or Certificate of Compliance has been granted by the Code Enforcement Office.** Violators will be subject to fines and/or imprisonment as prescribed by law.

APPLICATION IS HEREBY MADE to the Code Enforcement Office for the issuance of a Building Permit pursuant to the current New York State Uniform Code and New York State Energy Conservation Code for the construction of buildings, additions or alterations, or for the installation of swimming pools or other structures and/or equipment as herein described. The Applicant has read the requirements prescribed herein and agrees to comply with all applicable laws, ordinances and regulations.

Signature of Applicant

Date

TOWN OF CATSKILL FLOODPLAIN DEVELOPMENT CHECKLIST*

Date Submitted: _____

*Only required if property is located within the FEMA designated 100-year floodplain

Street Address where work is to take place: _____

SECTION 1: GENERAL PROVISIONS (APPLICANT to read, sign, and date):

1. No work may start until a Building Permit (including this Floodplain Development Checklist) is issued.
2. The Building Permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until Building Permit is re-issued.
4. Development shall not be used or occupied until a Certificate of Occupancy or Certificate of Compliance is issued.
5. The Building Permit will expire if no work is commenced within six months of issuance.
6. Applicant is hereby informed that other permits may be required to fulfill local, state and federal regulatory requirements.
7. Applicant hereby gives consent to the Code Enforcement Officer or his/her representative to make reasonable inspections required to verify compliance.
8. I, THE APPLICANT, CERTIFY THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS CHECKLIST ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

(APPLICANT'S SIGNATURE) _____ DATE _____

SECTION 2: PROPOSED DEVELOPMENT (To be completed by APPLICANT)

DESCRIPTION OF WORK (Check all boxes that apply):

1. STRUCTURAL DEVELOPMENT ACTIVITIES:

- | ACTIVITY | STRUCTURE TYPE |
|--|---|
| <input type="checkbox"/> New Structure | <input type="checkbox"/> Residential (1-2 Family) |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Residential (More than 2 Family) |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Non-residential (Floodproofing? ____ Yes or ____ No) |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> Combined Use (Residential & Commercial) |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Manufactured (or Mobile) Home |
| <input type="checkbox"/> Replacement | (In Manufactured (or Mobile Home Park? ____ Yes or ____ No) |

2. OTHER DEVELOPMENT ACTIVITIES:

- Clearing Fill Mining Drilling Grading
- Excavation (Not Including Excavation for Structural Development Checked Above)
- Watercourse Alteration (Including Dredging and Channel Modifications)
- Drainage Improvements (Including Culvert Work)
- Road, Street or Bridge Construction
- Subdivision (New or Expansion)
- Individual Water or Sewer System
- Other (Please Specify) _____

SECTION 3: FLOODPLAIN DETERMINATION (To be completed by the Code Enforcement Officer)

The proposed development is located on FIRM Panel No. _____, Dated _____

The Proposed Development:

- Is NOT located in the Special Flood Hazard Area, SFHA (i.e., the 100-year Floodplain). If checked, the Floodplain Development Checklist is not required.
- Is partially located in the SFHA (i.e., the 100-year Floodplain), but the building/development is not.
- Is located in the SFHA (i.e., the 100-year Floodplain).
FIRM zone designation is _____.
- 100-Year base flood elevation at the site is: _____ Ft. NGVD 1929 NAVD 1988 (MSL)
or is unavailable.
- The proposed development is located in a Floodway.

SIGNED _____ DATE _____

SECTION 4: ADDITIONAL INFORMATION REQUIRED (To be completed by Code Enforcement Officer)

The Applicant must submit the documents checked below before the application can be processed:

- A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions and proposed development.
- Elevation Certificate
- Development plans, drawn to scale, and specifications, including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water resistant materials used below the first floor, details of floodproofing of utilities located below the first floor, and details of enclosures below the first floor (including openings in the foundation for entry and exit of floodwaters).
- Subdivision or other development plans (Note: If the subdivision or other development exceeds 50 lots or 5 acres, whichever is the lesser, the Applicant must provide 100-year flood elevations if they are not otherwise available).
- Plans showing the extent of watercourse location, proposed watercourse relocation, proposed landform alterations, and Floodway location.
- Top of new fill elevation _____ Ft. NGVD 1929 NAVD 1988 (MSL).
- Topographic information showing existing and proposed contours/grades and location of all proposed fill.
- Floodproofing protection level (non-residential only) _____ Ft. NGVD 1929 NAVD 1988 (MSL).
For floodproofed structures, Applicant must attach certification from registered engineer or architect.
- Certification from a registered engineer that the proposed activity in a regulatory Floodway will not result in any increase in the height of the 100-year flood. A copy of all data and calculations supporting this finding must also be submitted.
- Other: _____

SECTION 5: PERMIT DETERMINATION (To be completed by Code Enforcement Officer)

I have determined that the proposed activity: A. Is
B. Is not

in conformance with provisions of Local Law # 4-2008 (Flood Damage Protection). The building permit shall be subject to the conditions listed below (if any) and made part of the building permit.

Conditions: _____

SIGNED _____ DATE _____

If Box A above is checked, the Code Enforcement Officer may issue a Floodplain Development Permit.
If Box B above is checked, the Code Enforcement Officer will provide a written summary of deficiencies. Applicant may revise and resubmit an application to the Code Enforcement Officer or may request an appeal hearing from the Zoning Board of Appeals.

SECTION 6: AS-BUILT ELEVATIONS (To be submitted by APPLICANT before Certificate of Occupancy or Certificate of Compliance is issued)

The following information must be provided for project structures. This section must be completed by a registered professional engineer or a licensed land surveyor (or attach a certification to this application).

Complete 1 or 2 below.

1. Actual (As-Built) Elevation of the top of the lowest floor, including basement (in Coastal High Hazard Areas, bottom of lowest structural member of the lowest floor, excluding piling and columns) is:
_____ FT. NGVD 1929 NAVD 1988 (MSL). Attach FEMA Elevation Certificate.
2. Actual (As-Built) Elevation of floodproofing protection is:
_____ FT. NGVD 1929 NAVD 1988 (MSL). Attach FEMA Floodproofing Certificate.

NOTE: Any work performed prior to the submittal of the above information is at the risk of the Applicant.