

APPLICATION FOR BUILDING & ZONING PERMIT

Complete and return to the Building Department

Town of Greenville, Greene County, NY

11159 SR 32, PO Box 38, Greenville, NY 12083

518-966-5055, x27 or x29

Instructions:

1. This application must be completely filled out in ink.
2. This application must be accompanied by two complete sets of plans showing proposed construction and a complete set of specifications. Plans and specifications shall describe the nature of the work to be performed, the material and equipment to be used and installed and details of structural, mechanical, electrical, plumbing and heating installations, including an Energy Code Compliance Report.
3. This application must include proof of payment of current property taxes.
4. If applicant is not the owner, authorization to act as agent must be included with this application.
5. If building to be used for agricultural purposes, please submit letter in order to qualify for agricultural permit.
6. The work covered by this application may not be commenced before the issuance of an approved Building & Zoning Permit.
7. Upon approval of this application, the Code Enforcement Officer/Zoning Enforcement Officer will issue a Building & Zoning Permit to the applicant.
8. Costs for the work described in the Application Permit include the cost of all the construction, and other work done in connection therewith, excluding the cost of land.
9. 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.
10. A permit and Certificate of Approval must be obtained from a Certified Electrical Inspector.
11. No building shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy has been granted by the Code Enforcement Officer.
12. Permit will expire if building construction has not commenced or if construction has not been continued within one year's time. Failure to renew will void permit.

PLOT DIAGRAM

Locate clearly and distinctly all buildings, whether existing or proposed, and indicate all set back dimensions from property lines. Give lot and block numbers, description according to deed or dimension from survey, and show all easements and street names and indicate whether interior or corner lot, or supply and approved plot plan showing all the above requires. Distance from existing or proposed streams, ponds or lakes must also be shown on a diagram; must attach.

Town of Greenville FEE SCHEDULE

(Effective 01/01/2011 ~ last re-adopted 07/18/16)

RESIDENTIAL BUILDING PERMIT	\$0.25 x _____ square feet (includes buildings, decks, porches, additions, and manufactured housing)
COMMERCIAL BUILDING PERMIT	\$0.40 x _____ square feet (includes buildings, decks, porches, additions, and manufactured housing)

RESIDENTIAL ACCESSORY BUILDING	\$0.125 x _____ sq.ft	
AGRICULTURAL BUILDING WITH LETTER	\$50	
TITLE SEARCH	\$50	
CHIMNEYS & WOOD BURNING APPLIANCE	\$50	
DEMOLITION	\$50	
SEPTIC SYSTEMS (new and replacement)	\$50	
SWIMMING POOLS (above and in-ground)	\$50	
COMMERCIAL SITE PLAN REVIEW	\$250	
NON-COMMERCIAL SITE PLAN REVIEW	\$100	
ANNEXATION OR LOT LINE ADJUSTMENT	\$100	
TWO LOT SUBDIVISION	\$200	
MAJOR SUBDIVISION	\$300 plus \$25 per lot	
SPECIAL USE PERMIT	\$150	
CHANGE OF USE	\$50	
SIGNS: ON SITE	\$25	
SIGNS: OFF SITE	\$50	
COMMERCIAL, TRANSMITTING, TELECOMMUNICATIONS OR TOWER		\$2,000
ANNUAL FEE		\$2,000
ANY UTILIZATION OF EXISTING TOWER		\$1,000
ANNUAL FEE		\$1,000
PERMIT RENEWAL every 12 months	50% of original cost	
CERTIFICATE OF APPROPRIATENESS	\$50	
ZBA VARIANCE OR INTERPRETATION	\$75	
APPLICATION FOR ROAD DEDICATION	\$750	
PEDDLER'S PERMIT	\$25	
MASS-GATHERING PERMIT	\$25	
GARAGE SALE PERMIT for sale # 4,5, and 6	\$10	
RENOVATIONS: RESIDENTIAL	Cost estimate	
	under \$25,000	\$50
	\$25,001 and above	\$125
RENOVATIONS: COMMERCIAL	Cost estimate	
	under \$10,000	\$100
	\$10,001 - \$20,000	\$150
	\$20,001 - \$50,000	\$250
	above \$50,001	\$400

MINIMUM BUILDING FEE = \$50

TOWN OF GREENVILLE: IMPORTANT NOTICES
READ BEFORE SIGNING.

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Officer and must conform to the New York State Uniform Fire Prevention and Building Code, the Code of Ordinances of the Town of Greenville, and all other applicable codes, rules or regulations.
2. It is the owner or contractor's responsibility to contact the Building Department at 966-5055 x27/x29 at least 48 hours before the contractor wishes to have an inspection conducted. More than one inspection may be necessary. **DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION without consulting with the building inspector.** Otherwise, work may need to be removed at the owner or contractor's expense to conduct the necessary inspection(s). Close coordination with the Building Department will greatly reduce this possibility.
3. **OWNER HERBY AGREES TO ALLOW THE BUILDING DEPARTMENT TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON WORK-RELATED VIOLATIONS WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTION(S).**
4. New York State law requires contractors to maintain Worker's compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Worker's Compensation and Disability Insurance certificates are attached to this application. If the contractor believes he/she is exempt from the requirements to provide Worker's Compensation and/or Disability Benefits, the contractor must complete form C.105.21, attached hereto.
5. If a Certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued.
6. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos and lead materials. Especially note buildings constructed prior to 1980.
7. This permit does not include any privilege of encroachment in, over, under, or upon any city street or right-of-way. All structures must be set back from property lines in accordance with the zone building is located in. Permits from either New York State, Greene County or Town of Greenville Highway is required for new road access.
8. A building permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit, or if there has been a misrepresentation or falsification or a material fact in connection with the application for the permit.
9. A building permit shall be deemed to be in effect for a period not to exceed one year from date of issuance. If a certificate of occupancy is not requested within the one-year period, the applicant must reapply for a building permit, and pay an additional fee for the re-issuance of the said building permit.
10. Two sets of plans (including site, elevations, sections, details, dimension and schedules) and specifications describing the proposed work are to be submitted with each application. All plans and specifications shall be in accordance with the State Education Law, Sections 7307 and 7209. This law requires that the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted except residential buildings under 1500 square feet of living area, or to alterations costing less than twenty thousand dollars.
11. NYS Department of Health requires all permit applications for individual sanitary disposal systems be accompanied by a design prepared by a licensed professional.

Foundation system: size of footings, walls, floors, and drainage details.

Framing: Size of girder, floor timbers, placement of bridging and size to be shown, floor sheathing, window lintels, studs, plates, ceiling timbers, rafters or trusses, roof sheathing, type of roofing. All floor loads, roof loads to be shown. All structural lumber to meet load requirements of State Code and to be specified on plan. All plywood or equal to be stamped with approval. All trusses to be certified by supplier to conform to State Code. All fire stopping and location of and type of material to be shown. Inspection of framing by Building Inspector is required with minimum 48 hours' notice.

Insulation: All insulation to be shown in conformance with New York State Energy code plus type of vents, roof, soffits, etc., including Energy Code Compliance Report.

Interior: Door details and sizes, window details and sizes showing second means of egress to conform to NYS Code requirements—minimum opening 20" with total of 4 square feet. Stair details: height of risers, tread depth and size, railing height.

Plumbing: Number of fixture units, size of drains, location and size of vent pipes, type of material for hot and cold water supply, location of house trap.

Electric: Place on separate sheet the location of all electric outlets, etc. *All* electric work must be performed by a Greene County Licensed Electrician, and must be inspected and approved by a certified electrical inspector.

Heating: Type of heat location of ducts, baseboard radiators, electric baseboard, furnace, type of fuel, location of supply, type of chimney for furnace, if used. All equipment to be UL listed; Location of smoke and carbon monoxide detectors.

Alternative heat system components: All masonry chimneys, fireplaces, wood, gas, coal or pellet stove installations to be shown in detail and shall conform to all requirements of New York State Uniform Fire Prevention & Building Code and NFPA 211. All appliances to be UL listed.

Porches and Decks: Show footing size, timber size; details of railings and steps with railings.

Garages: All garages attached to main house to have minimum 5/8" fire rated sheet rock on wall and ceilings, plus 1-hour fire-rated door with self-closure located between garage and house.

- *All residential plans to be stamped by architect or engineer licensed by the State of New York, (for buildings over 1,500 sqft) All commercial plans to be stamped by architect or engineer unless project is less than \$20,000.*
- *After plans are approved by the Building Department any changes must be approved by the Building Department and an architect or engineer: Before a Certificate of Occupancy is issued, final "As-Built" plans must be filed with the Town of Greenville Building Department.*
- *All dwelling, additions and areas of habitable space must conform to the New York State Energy Conservation Code.*
- *If contractor or owner fails to request required inspections of the Building Department (for pre-pour, footing drains, foundation waterproofing, framing, plumbing, insulation, chimney, fireplace and final) a Certificate of Occupancy might not be issued.*
- *Submit along with application a plot plan of the property including buildings, wells and sewer facilities*
- *Applications for modular homes must have stamped approved NYS DOS plans. Plans are to include foundation specifications.*
- *Building Inspector has 15 days to either issue the permit or deny the application. Work may not start until permit is obtained.*
- **THIS APPLICATION IS NOT A WORK 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:

<p><i>Sworn to before me this _____ day of _____, _____.</i></p> <p>_____ <i>(County Clerk or Notary Public)</i></p>
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Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.

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.

- ◆ 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(11/04), 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.

Please complete the following information:

Date _____ Permit Number _____

Applicant's Name _____ Property Owner's Name _____

Address _____ Address _____

Phone _____ Phone _____

Architect's Name _____ Contractor's Name _____

Address _____ Address _____

Phone _____ Phone _____

Name of Compensation or General Liability Carrier _____

Policy # _____ Expiration Date _____

Property Location or 911 Address _____

Tax Map Number _____

District Zoning _____ Lot Size _____

Energy Information Heating Source: Primary _____ Secondary _____

Driveway Access Approval Required? (please circle): State County Town

Nature of Work (please circle): New Building Addition Repair Demolition Change of Use Expansion of Use

If Dwelling, Number of Units _____ Number of Units Each Floor _____ If Garage, Number of Cars _____

Square Feet of New Building/Alteration/Addition _____ Height _____ Stories _____

Estimated Cost \$ _____ Building Permit Fee \$ _____ Zoning Permit Fee \$ _____

Describe the proposed use in detail:

Is intended use for (please circle): personal rental lease commercial If commercial, describe in detail type of operation, number of employees and any other pertinent information:

Site Information, please circle:

- a) Historical District Hamlet Residential (HR) Hamlet Business (HB)
- b) NYS Designated Wetland: yes no
- c) Within Flood Plain: yes no
- d) Water Supply: public on-premise well
- e) Sewage Disposal System: public private no
- f) Are there any overhead power lines within 50 feet of proposed building site? Yes No

Affidavit

I, (print name) _____, the above-named applicant, hereby attest that I am the lawful owner of the property described and am in possession of a deed to that property that is recorded in the County Clerk's Office, **OR** I am the lawful agent of said owner and affirm under the penalty of perjury that all statements made by me on this application are true. I hereby certify that I have read the instructions and examined this application and know the same to be true and correct. All provisions of the laws and ordinances covering this type of work will be complied with, whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law, regulation, construction, or the performance of construction. The owner hereby agrees to allow the building department inspector on the property to do the inspections.

Signature _____

Date _____

For Administrative Use Only:

The application for Building/Zoning Permit is Approved Disapproved for the use, construction or demolition of the land, building or structure for the purpose outlined in this application.

Reason for denial: _____

_____ Variance required, application should be made to: ___ Zoning Board of Appeals ___ Planning Board

Code Enforcement Officer _____ Date _____