

INTRUCTIONS FOR BUILDING/USE PERMIT APPLICATION

All applicable sections of this packet must be completed.

The following examples are for filling out lines 1-20.

- 1.) **Town of Gouverneur**
- 2.) **Exact property location** must include road or highway name and 911 address.
- 3.) **Name of applicant - name of owner** - if owner is not the applicant or if the applicant is purchasing this property on a land contract the owner of record must be listed.
- 4.) **Address of applicant and owner** - same applies to address of owner as instructions in line three.
- 5.) **Phone numbers including area code of applicant and owner**
- 6.) **NYS tax parcel ID number** - this number can be obtained from your tax bill or by contacting the Town clerk or Code Officer.
- 7.) **Existing use and occupancy** - examples:
 - Detached single family dwelling
 - Detached double family dwelling
 - Multi family dwelling
 - Store
 - Garage etc.**Intended use and occupancy** - example:
 - Same as above
- 8.) **Nature of work to be performed** - check any that apply or list as other and explain.
- 9.) **Estimated cost** - Total cost of the project including materials and labor.
- 10.) **If dwelling** -number of units and number of units on each floor or if Garage number of cars.
- 11.) **As per stated** - example: Retail store with family dwelling.
- 12.) **Dimensions** (in feet) number of stories
- 13.) **Lot size**- This is also obtained from your tax bill either as dimensions or acreage.
- 14.) **As per stated** - example: not permitted in your district or setbacks cannot be met.
- 15.) **Compensation Insurance carrier** - if you are doing the work yourself, write in your homeowner's policy. If the work is to be done by a contractor their policy number and carrier is needed.
- 16.) **Name of design professional** - only required for commercial buildings, multi family dwellings or one and two family dwellings over 1500 sq. ft.
- 17.) **Electrical inspection** - all electrical inspections will be performed by a certified agency and a certificate of inspection shall be supplied to this office.
- 18.) **Perk test** - (if applicable) this work will be done by the Code Official to determine the amount of leach field required. If not applicable write in n/a
- 19.) **Leach field - to be filled in by the Code Officer.**

For lines 18 & 19, arrangements must be made with the Code Officer to perform the test before the building permit can be issued.

20.) **Plot plan and description of project** - as per instructions, (see example on page 3) a separate sheet may be used if necessary.

- The application must be **signed** and **notarized**.
- If the application is incomplete it will be returned to the applicant.
- The permit once approved will be good for one year from the date of issuance.
- Upon receipt of the application 10 working days to process will be adhered to.
- If a variance or planning board approval is needed, a minimum of 30 days will be required to process the permit.

The following procedures will be followed for Planning Board and/or Zoning Board referrals.

- The Code Officer will review the application to determine if any zoning laws or site plan approvals must be adhered to.
- If it requires site plan approval by the Planning Board, the application will be disapproved; however this does not mean the application is being denied.
- It is then turned over to the Planning Board for their approval or disapproval
- The Planning Board will schedule a public meeting; the applicant is required to attend.
- If the application is denied because of Zoning Law Requirements the applicant shall complete a variance application.
- The Code officer turns the application over to the Zoning Board.
- The Zoning Board will schedule a public meeting to approve, disapprove or make necessary changes to the application.

In some instances prior to the above actions the application will be referred to the St. Lawrence County Planning Board for their approval. The Code Officer will make this determination based on location and type of project.

Until the Planning board, Zoning Board or the County Board have made their determinations and the Building/Use Permit is issued by the Code Officer absolutely no work can be started on the project.

Please follow example on page three for the project plot plan and site plan.

For projects without complete structural drawings use page four and fill in the building systems completely making all entries legible.

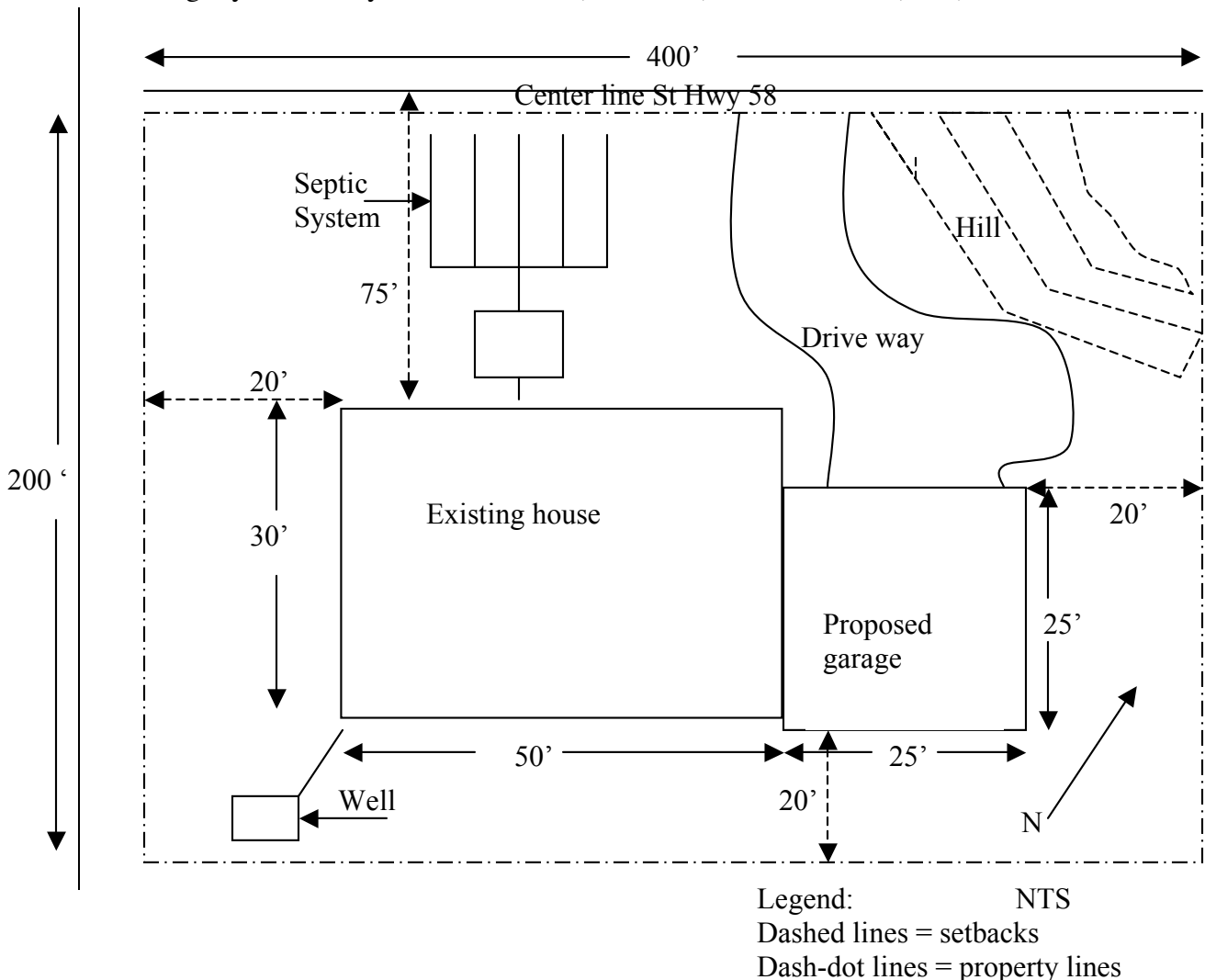
Follow instructions on page five pertaining to Workers Compensation/Disability Benefits insurance. Either form BP-1 or WC/DB 100 shall be completed. Should WC/DB 100 be used it must be sent (fax or mail) to the NYS Workers Compensation Board to be approved. If you are hiring a contractor they shall supply their policy.

If all directions are followed and all items returned completed, your permit can be issued within the 10 day period or sooner.

Please include the following on the plot plan for your project and any other information that may aid in the permit issuing process.

- 1.) Location map showing the site within the town.
- 2.) Site plan showing existing and proposed features of the property, including but not limited to:
 - Lot dimensions
 - Arrow showing approx. north
 - Location and dimensions of buildings with setback distances noted
 - Layout of any parking, access or signs
 - Physical features of terrain (slopes, water courses, drainage, vegetation)
 - Location of water and sewage systems, whether municipal or private
 - Public rights-of-way or any easements
 - Adjacent owners

The following example may be of help in showing your site plan. Please use a straight edge, label legibly, accurately and show scale (1" = 2' etc.) or not to scale (NTS)



APPLICATION FOR
BUILDING/USE PERMIT

Application No. _____

Date Received: _____

Date Approved _____
Disapproved _____

For Official Use Only

Part 1

1) Village of _____
Town of _____ St. Lawrence County, New York

APPLICATION IS HEREBY MADE for the issuance of a Building Permit pursuant to the New York State Uniform Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal or demolition as herein

2) described, located at _____
The applicant agrees to comply with all application laws, ordinances and regulations.

3) _____
(Name of Applicant) _____ *(Name of Owner)*

4) _____
(Address of Applicant) _____ *(Address of Owner)*

5) _____
(Phone Number of Applicant) _____ *(Phone Number of Owner)*

State whether applicant is owner, lessee, agent, architect, engineer or builder: _____

If owner or applicant is a corporation, give names and titles of two officers and signature of duly authorized officer.

6) Tax Parcel I.D. # _____

(Name and Title of Corporate Officer)

7) State existing use and occupancy of premises and intended use and/or occupancy of proposed construction:
a) Existing use and occupancy _____
b) Intended use and occupancy: _____

8) Nature of work (check one or more): New Building _____ Addition _____ Alteration _____ Repair _____ Removal _____
Demolition _____ Sign _____ Other _____

9) Estimated Cost * _____ Fee _____

10) If dwelling, number of dwelling units _____ Number of dwelling units on each floor _____ If garage, number of cars _____

11) If business, commercial or mixed occupancy, specify nature and extent of each type of use _____

12) Dimensions of entire new construction: Front _____ Rear _____ Depth _____ Height _____ Number of Stories _____

13) Size of lot: Front _____ Rear _____ Depth _____

14) Does proposed construction violate any zoning law, ordinance or regulation? _____

15) Name of Compensation Insurance Carrier _____
Number of Policy _____ Date of Expiration _____

16) Name of Architect _____ Address _____ Phone No. _____

17) Will electrical work be inspected by, and a Certificate of Approval obtain from the New York Board of Fire Underwriters or other agency or organization? If so, specify:

* Costs for the work described in the Application for Building Permit include the cost of all of the construction and other work done in connection therewith, exclusive of the cost of the land. If final cost shall exceed estimated cost, an additional fee may be required before issuance of Certificate of Occupancy.

Part 1 Continued

18) PERK Test Required _____
Additional Comments:

19) Amount of Leach Field required _____
Additional Comments:

20) Plot Plan & Description of Project – Locate clearly and distinctly all buildings, whether existing or proposed, and indicate all setbacks dimensions from property lines. Give lot and block numbers or description according to deed, and show street names and indicate whether interior or corner lot.

Provide a description of the project construction to include but not limited to: nature of the work to be performed, materials and equipment to be used, and details of structural mechanical, electrical and plumbing installations.

More complicated projects will require three complete sets of plans and specifications certified by a New York State Licensed Architect or Professional Engineer.

STATE OF NEW YORK,
COUNTY OF ST. LAWRENCE

ss.:

..... Being duly sworn deposes and says that he is the applicant above
(Name of individual signing application)

named. He is the
(Contractor, Agent, Corporate Officer, etc.)

of said owner or owners, 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 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.

Sworn to before me

This day of

Notary Public, County

.....
(Signature of Applicant)

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

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
- ◆ 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>_____, _____.</p> <p>_____ <i>(County Clerk or Notary Public)</i></p>

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 and Business Owners

For **businesses 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 (C-105.21),

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(3/99).

- ◆ Form BP-1(3/99) 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(3/99), 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.