

Town of Canajoharie

12 Mitchell Street ♦ Canajoharie ♦ NY ♦ 13317
Keith Fergusson ♦ Code Enforcement Officer ♦ 518-918-4694

BUILDING PERMIT APPLICATION

NOTE: AN INCOMPLETE APPLICATION MAY DELAY THE TIMELY ISSUANCE OF YOUR PERMIT; PLEASE ENTER N/A IF A SECTION IS NOT APPLICABLE

PART 1: GENERAL INFORMATION

1. **Project Location and Information:**
Number and Street Address: _____
Tax Map Number: _____
Current Use of the Property/Building: _____
Proposed Use of the Property/Building: _____
2. **Owner Identification:**
Owner's Name: _____
Owner's Address: _____
City, State, Zip: _____
Phone Number: _____
Email Address: _____
3. **Type of Construction or Improvement:**
 New Building-Proposed use is: _____
 Conversion-Current use is: _____
Proposed use is: _____
 Addition Alteration Repair/Replacement
 Relocation Demolition Misc. Structure or Equipment
4. **Project Description:**

5. **Estimated Project Cost:**
Contractors estimate for the work to be performed: \$ _____
If the work is to be performed by the homeowner: \$ _____

CONTINUE ON PAGE TWO: DO NOT WRITE BELOW THIS LINE-OFFICIAL USE ONLY

Received By: _____ Date: _____ Forwarded to: _____

Permit Fee: \$ _____ cc: Town Bookkeeper w/payment proof Permit # _____

Special Approval needed by: Zoning Board Planning Board Downtown Development

Historic Review Board Plumbing Inspector Other None

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PART 2: DESIGNERS AND CONTRACTORS

1. Architect/Engineer - Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

2. General Contractor - Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

3. Electrical Contractor - Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

4. Plumbing Contractor – Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

5. Mechanical Contractor – Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

6. _____ Contractor - Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

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PART 3: PROJECT LOCATION & DETAILS *PLEASE ATTACH A SKETCH OR PLOT PLAN!*

A sketch of work to be performed **MUST** be part of this application and **MUST** include:

1. Location of the proposed structure or addition showing the number of stories and all exterior dimensions;
2. The distance of the proposal from all lot lines;
3. The distance of the proposal from any structure, including neighboring structures;
4. The depth of the proposed foundation or footers;
5. The maximum percentage of the lot to be covered by building(s);
6. Addition will be used as: Family Room; Living Room; Kitchen; Den; Bedroom;
 Bath-Full Bath-Half; Other _____
7. Basement: Full; Partial; Crawl; Pier; Slab
8. Garage: Attached; Detached & Utilities: Electric; Gas; Other
9. Deck/Porch: Open; Covered; Enclosed; Screened; Other

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APPLICATION FOR A BUILDING PERMIT

IMPORTANT NOTICES - READ BEFORE SIGNING

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Office and must conform to the New York State Uniform Fire Prevention and Building Code, the Code or Ordinances of the Town of Canajoharie, and all other applicable codes, rules or regulations.

2. It is the owner's responsibility to contact the Code Enforcement Officer at least 48 hours before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will eventually be covered from visual inspection by additional work (i.e.: electrical work to be covered later by a wall).

DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED. Otherwise, work may need to be removed at the owner's or contractor's expense to conduct the interior inspection. Close coordination with the Code Enforcement Office will greatly reduce this possibility.

3. OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICER 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 or are on file with the Bureau of Fire Prevention and Inspection Services. 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 CE-200 online at www.wcb.state.ny.gov, or available upon request at the Town Clerk's Office.

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 material.

7. This permit does not include any privilege of encroachment in, over, under, or upon any city street or right-of-way.

8. The building permit must be displayed so as to be visible from the street nearest to the site of the work being conducted.

I, _____, the above-named applicant, hereby attest that I am the lawful owner of the property described within or 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.

Signature

Date

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I have been informed of the classification of the road(s) that abut my property:
Code Enforcement Officer to check and name those that apply.

Road is maintained and plowed year round

- Regularly maintained Road _____

Road is **NOT** plowed nor maintained in winter (November 1st – May 1st)

- Seasonally maintained Road _____

Road is maintained only to minimum standards and will **NEVER** be **PLOWED**, unless the Town Board changes the classification

- Minimum Maintenance Road _____

Road is not owned nor maintained by the Town of Canajoharie

- Private Road _____

Keith Fergusson, Code Enforcement Officer

Permit Holder Signature

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 (12/08).

- ◆ 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 (12/08), 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.