

# Town of Gilboa

## Building Permit Packet

### Building Permit Application Instructions :

A permit will be issued when it is determined that the application is complete and the proposed work conforms to applicable requirements of the Uniform Code. Building permits are valid for one year from date of issuance (unless otherwise noted), and may be renewed for a fee of \$40.00, permits may only be renewed twice. Permits must be kept current until closed out with a Certificate of Occupancy, or Certificate of Compliance, it is unlawful to occupy any structure without such Certificate. The Town of Gilboa must be notified of any changes to information during the period for which the permit is in effect.

A Homesite permit is required for any new structure or addition.

Single level sheds with a gross floor area under 144 sq. ft. do not require a building permit

A BUILDING PERMIT IS REQUIRED BEFORE commencing construction, enlargement, improvement, removal, or demolition of any building or structure or any portion thereof, or installation of heating equipment or solid fuel burning device. If project is started before the permit is issued the fee will double.

- Lot size must accommodate 50' from well to septic, 100' from well to leach field
- The tax map or property ID number can be obtained from the local assessor, Town Clerk or through your county real property tax office. A Certificate of Occupancy will not be issued without this number.
- A 911 address must be assigned by Schoharie County before a permit is issued please contact Schoharie County Real Property Tax Service-PO Box 308 Schoharie NY 12157 (866)-295-6229
- Two sets of plans are required. If the area of the new residential building is greater than 1,500 Sq. Ft or if the cost of the alteration or addition exceeds \$10,000, or if the alteration will have an effect on either structural or public safety, plans submitted must bear the original seal and signature of a NYS licensed Professional Engineer or Registered Architect as provided for in Sections 7307 and 7209 of the New York State Education Law
- Submit one copy of sewage disposal system design documents as approved by Schoharie County Health Department along with approval letter Schoharie County Health Dept.-PO Box 667 Schoharie NY 12157-518-295-8365 If project is located in NYC watershed, a letter of approval from NYC DEP must be submitted
- A site plan with dimensions showing driveway, well, septic, and any structures
- Proof of Contractors Workers Compensation Insurance, form C-105.2 or U-26.3  
If the Contractor is exempted, use form CE-200.

- Home owners may use form BP-1 (9-07) for Workers' Compensation exemption.
- For manufactured homes please provide a copy of installers NY certification, engineer's approved slab details, and a copy of the manufacturers installation guide.

- Design Criteria

Climate Zone-6

Ground snow load- 50 lb. sites at elevations above 1,000' shall have their value increased by 2 psf for every 100' above 1,000

Wind speed-90 mph

Seismic Design Category -B

Weathering probability-Severe

Frost depth- (48")

Ice Barrier Underlayment Required- Yes

Flood Hazards- Yes

Termite Infestation probability-Slight to Moderate

Building Setbacks- 75' from center of road, 25' from property lines

- Undertaking activity that requires a building permit prior to obtaining such a permit is prohibited. This would be a violation, liable to a fine of not more than \$200 (two hundred) dollars for each day during which such violation continues.
- INSPECTIONS-It is the Owners responsibility to make arrangements to notify the Building Inspector at least 48 hrs. notice for inspections. If arrangements are not made it would constitute a violation, and a stop work order may be issued.

Building Inspector-Brian Caron

**caroncarpentry29@yahoo.com**

**518-827-5668** Mon-Fri 10:00 am to 8:30 pm Sat 12:00 to 6:00 pm

- Work site prior to the issuance of a building permit
- Footing excavation, forms and reinforcement before concrete
- Foundation wall forms and reinforcement before concrete
- Foundation waterproofing and drainage before backfill
- Rough framing
- Rough mechanical and plumbing (drain and supply lines must be pressure tested with water or air)
- Electrical inspection by a 3rd party electrical inspector
- Fire resistance penetrations, and insulation before final covering
- Solid fuel burning heating appliances, chimneys, flues or gas vents
- Final inspection after all work has been completed

**PLEASE KEEP THESE INSTRUCTIONS AND INSPECTION SCHEDULE FOR YOUR**

Adopted By Resolution #30-2021 on 5/5/2021

Fee Schedule for 2022 Adopted By Resolution # 35-2022 May 4th 2022

RECORDS.

SUBMIT THE FOLLOWING APPLICATION TO TOWN OF GILBOA

# Town of Gilboa

Attn: Brian Caron-Building Permits  
PO BOX 187  
Gilboa, NY 12076  
607-588-6400( office)  
518-827-5668( Building Inspector)

## Building Permit Application

### For Office Use Only

Date \_\_\_\_\_

Tax Map # \_\_\_\_\_

Site Address \_\_\_\_\_

### Owner Information

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Cell # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Preferred way of contact(Call,text or email) \_\_\_\_\_

Estimated cost of your project \_\_\_\_\_

Street Address of your project \_\_\_\_\_

911 Address if different ( Must be assigned by Schoharie County before a permit is issued) \_\_\_\_\_

Is property located on a seasonal or private road? \_\_\_\_\_ If so please list a main road your property is located off from \_\_\_\_\_.

### What do you want to do?

Build, Repair, Renovate, Alteration, Addition, Demolish,New Structure  
Please explain what you want to do. (Keep it simple.)

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### What type of structure are you working on(circle one)

**Single-Family House    Multi Family Residence    Commercial**  
**Garage/Pole Barn/Utility Building    Pool    Deck**  
**Manufactured Home( Single or Double)    Other<sup>1</sup> \_\_\_\_\_**

**What will your structure be used for?**

Home \_\_\_\_\_ Second Home \_\_\_\_\_ Business \_\_\_\_\_ Rental \_\_\_\_\_ Other \_\_\_\_\_

Floodplain \_\_\_ Yes \_\_\_ No \* If your project is in the Watershed, provide a DEP letter of approval.

Wetland site \_\_\_\_\_ Yes \_\_\_ No

Heat System type: \_\_\_\_\_

Septic System: \_\_\_\_\_ Existing \_\_\_\_\_ New If New, Please attach Schoharie County

Health Department approval of system or design.

Water supply \_\_\_\_\_ existing \_\_\_\_\_ New

**Who is completing the work:**

Owner's Name and Address if different from applicant: \_\_\_\_\_

\_\_\_\_\_ Phone Number:

Contractor's Name \_\_\_\_\_ Include their address, contact info( Phone #'s , email

address) \_\_\_\_\_

\_\_\_\_\_

- **Proof of Workers Comp:** Insurance from a contractor must be provided, or a signed affidavit of exemption(form in the back of the packet)
- **If the owner** is doing the work, we need a completed exemption form (blank form is in the back of this packet).

<sup>1</sup> Town of Gilboa Building Permit Packet-2021

- Applicants must provide 2 sets of construction documents(drawings, and/or specifications)which are prepared by a New York State registered architect or licensed professional engineer unless otherwise stated by the Building Inspector.
- Also include site plans with property setbacks, well,septic, etc.
- Work to remain accessible and exposed for inspection. Permit holders shall notify the Code Enforcement Officer 48 hours in advance when work is ready for inspections. Please contact the Code Enforcement Officer directly and prior to the need for the inspection.

**Do you own the property?**

**Yes                      No**

**Note:** If you do not own the property we need the owner’s written permission for you to apply (blank form is in the back of this packet).

Applicant’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_, **being duly sworn**, deposes and says that he/she is the applicant above named. He/she is the **owner** or **agent of said owner** or owners, and is duly authorized to perform or have performed the proposed work, and to make and file this application; that all statements contained in this application package are true to the best of his/her knowledge and belief, and that the work will be performed in the manner set forth in the application and specifications filed therewith, and in accordance with applicable laws, ordinances, rules and regulations.

**The applicant recognizes that** it may be necessary for the town or members of the Planning Board and or Assesors to conduct an on site visit of the exterior and /or interior of the property that is the subject of the application.

**The applicant hereby agrees** that such on-site visit(s) may be conducted as deemed necessary. Whether a site visit is necessary for the purpose of reviewing the application shall be within the sole discretion of the Code Enforcement Officer or Board members.

**The applicant further agrees**, that by submitting this application, the applicant shall hold harmless the Town of Gilboa, Staff and/or Board /Commission and their members and agents in their official and individual capacities for any damage or injury alleged to have been caused as a result of any site visit made pursuant to this application.

**Sworn to before me this** \_\_\_\_\_ **day of** \_\_\_\_\_ **in the year** \_\_\_\_\_.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Signature of Notary Public**

**Applicant Certification**

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 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 regulating construction or land use or the performance of construction.

**Signature of owner or authorized agent** (if agent, provide letter of proof)

Signature \_\_\_\_\_

Date  
\_\_\_\_\_

**sworn to me this\_\_day  
of**

\_\_\_\_\_

(County Clerk or Notary  
Public)

\*Application and check must be submitted to the Town Clerk

**Make checks Payable to: Town of Gilboa**

Town of Gilboa  
Town Clerk:Linda Wyckoff  
PO box 187  
Gilboa,NY 12076  
607-588-6400

Gilboa Code Enforcement Officer  
Brian Caron  
518-827-5668  
caroncarpentry29@yahoo.com

**For Office Use Only:**

Permit Fee: \_\_\_\_\_

Receipt of \$ \_\_\_\_\_, Check #

\_\_\_\_\_ From \_\_\_\_\_

**Is your Packet Ready to be Submitted?**

**\*\*\*Missing Items will delay issuing your permit \*\*\***

1. Completed Application and Homesite Permit(If required)?
2. Site plan. (Show us where the building is or will be located on your land.)
3. Two sets of plans or drawings.
3. Affidavits filled out and notarized
4. Copy of Contractors Insurance or Exemption form
5. Witten letter or form if you are not the property owner obtaining permission to acquire a building permit for the property?
6. Check or Money order made out to Town of Gilboa

If you have all of the above completed please submit to the Town of Gilboa, Construction is not approved to start until you have received your permit to display. Turning in a building permit application DOES NOT mean you are approved to start your project.

**\*\* Violation fee: Permit fee will double if any work has begun without a building permit**

Adopted By Resolution #30-2021 on 5/5/2021

Fee Schedule for 2022 Adopted By Resolution # 35-2022 May 4th 2022

To Be attached to packet: Homesite Permit Application, Affidavit of Exemption to show Proof of Workers Comp.

Application # \_\_\_\_\_  
Property Owner \_\_\_\_\_

**Affidavit By Property Owner**

*(Authorizing someone other than the property owner to submit an application on behalf of the property owner)*

**Town of Gilboa  
PO BOX 187  
Gilboa, NY 12076**

*Project location  
(street address)* \_\_\_\_\_

*Tax Map #* \_\_\_\_\_

**X** \_\_\_\_\_ *states that, according to the Schoharie County Real Property Tax*

*Records, s/he is the Owner of Record of the property described above, and further states that (s)he*

*hereby authorizes \_\_\_\_\_ to act on his/her behalf to obtain all necessary permits*

*and approvals for work as follows:*

**Signature:** **X** \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_\_.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Notary Public

Notary Stamp



**Current Fees 2022**

Fee Schedule- fee based on cost value of project (all fees include Certificate of Occupancy, or Compliance) **If construction is started before a Building Permit is issued the fee shall be doubled. The Square footage is for calculating the "cost" but then the cost is used with that table to get the permit fee.**

**New Construction including additions** based on local construction factor of \$65.00 /SF

**Garages, pole buildings and utility buildings** based on \$35.00/ SF

**Interior renovations** includes converting basement or attics to living space)  
based on \$30/ SF

**Decks** based on \$20/ SF

**For cost value: -**

Up to \$2,000 \$75

\$2,000-\$25,000 \$75 for first \$2,000 and \$4 for each additional \$1,000

\$25,000-\$50,000 \$167 for first \$25,000 and \$3 for each additional \$1,000

\$50,000- \$100,000 \$242 for first \$50,000 and \$2 for each additional \$1,000

\$100,000-\$500,000 \$342 for first \$100,000 and \$1.50 for each additional \$1,000

EXCESS OF \$1,000,000 To be negotiated by the Town Board

	w/slab	w/foundation
<b><u>Single wide manufactured home</u></b>	\$140	\$190
<b>Double wide manufactured home</b>	\$240	\$290
<b>One-family Modular home</b>	\$290	\$340
<b>Two-family Modular home</b>	\$340	\$390

**\*\*\*Any Decks other than 3'X3' landing with stairs requires a separate permit.**

**Above ground pool**

\$60

**In ground pool**

\$100

**Heating systems, wood stove, fireplace, or chimney**

\$40

**Solar system** (use unified solar permit)

\$75

**Roof replacement**

no charge

**Electrical work**

no charge

**Demolition of manufactured home**

\$25

**Demolition of house/ other**

\$50

**Replace septic system**

\$50

**Homesite permit**

\$25

**c/o search**

\$40

**Permit renewal**

\$40.00 permit may only be renewed twice

**Inspection and Certificate of compliance**

\$80

**Change of Occupancy**

\$80

**Fire Inspection**

**\$25 /per building paid to Building Inspector at time of Inspection - to be made out Town of Gilboa**

**\*\*If construction is started before the Building Permit is Approved the fee will double in cost enforced by the Building Inspector.**

Please make check payable to: Town of Gilboa

FOR all new construction and for additions or alterations that will have an effect

on structural or public safety or that will cost \$10,000 or more to construct, plans submitted must bear the original seal of a NYS licensed Professional Engineer or Registered Architect as provided for in the New York State Education Law. Design professionals' name

RA\_\_PE\_

License No.

Adopted By Resolution #30-2021 on 5/5/2021

Fee Schedule for 2022 Adopted By Resolution # 35-2022 May 4th 2022

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<sup>2</sup> Updated and adopted at the May 4th 2022 Meeting by Resolution # 35-2022  
Adopted By Resolution #30-2021 on 5/5/2021  
Fee Schedule for 2022 Adopted By Resolution # 35-2022 May 4th 2022