

# TOWN OF JEFFERSON BUILDING DEPARTMENT

## BUILDING PERMIT INSTRUCTIONS

### and CHECKLIST

- 1- A Building Permit is REQUIRED BEFORE commencing construction, enlargement, alteration, improvement, renovation, repair, removal, or demolition of any building or structure or any portion thereof, or installation of heating equipment or solid fuel burning device.  
NOTE- construction or installation of one story detached structures associated with one- or two-family dwellings or multiple single-family dwellings (townhouses) which are used for tool and storage sheds, playhouses or similar uses, provided the gross floor area does not exceed 144 square feet (13.88m<sup>2</sup>), do not require a Building Permit.
- 2- 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.
- 3- Building permits are valid for one year from date of issuance, and may be renewed for a fee of \$75.00.
- 4- Permits must be kept current until closed out with a certificate of Occupancy, or Certificate of Compliance.
- 5- The Town of Jefferson Building Department must be notified of any changes to information during the period for which the permit is in effect.
- 6- **A 911 address** must be assigned by Schoharie County before a permit is issued. Please contact Schoharie County 911 Addressing, Isabel Paul 518-295-6229.
- 7- **Sewage System and Water Wells:**
  - a- All new and replacement residential and commercial waste water (septic) systems must be designed by a NY licensed Public Engineer.
  - b- Septic systems and water wells shall be in accordance with current regulations set by the Schoharie County Department of Health. (518) 298-8365.
- 8- **Driveway Placement:** A sign-off letter will be needed from the following: If on State Highway - NYS Dept. of Transportation 518-234-3411; If on a County Highway - Schoharie County Dept. of Public Works 518-295-2330; Town Highway - 607-652-7961 for Highway Superintendent. Also, call for mailbox placement- 607-652-7707.
- 9- **Demolition Permits** may or may not require plans stamped by a NYS Professional Engineer or NYS Registered Architect, as specified by the Code Enforcement Official. All plans will reflect compliance with current NYS Uniform Fire Prevention and Building Codes.
- 10- **Asbestos Survey Requirements:** All demolition practices shall be in strict accordance with 12 NYCRR (Part 56), as regulated by the NYS Department of Labor (NYS DOL) to reduce the risks to the public associated with exposure to asbestos and to conform to federal requirements.
- 11- **Building Setback:** 75' from center of road and 10' from property lines. (check with CEO).
- 12- **Inspection Notification to the Code Enforcement:** it is the sole responsibility of the owner, contractor or agent to give the Code Enforcement Official at least 48 hrs. notice for inspections, no exceptions. All required inspections are listed on the Building Permit. If arrangements are not made it would constitute a violation, and a stop work order may be issued. A CO or CC will not be issued without inspections and you may be required to dismantle work performed and pay a fine.  
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 \$200 (two hundred) dollars for each day during which such violation continues. (Local Law No.1 of 2006).

(2)

**13- Fees for Certificates of Occupancy or Completion:** No fee shall be charged for the issuance of a certificate when such certificate is issued for a structure or project for which a building or demolition permit has been previously issued and the work performed is in accordance with such permit provided any penalties have been paid in full. In all other circumstances a fee of 20% of the full market value of the improvements or a minimum of \$500.00 shall be collected prior to the issuance of a certificate of occupancy or compliance providing all work completed that is the subject of the certificate is in accordance with the Uniform Code

**14- Construction Inspections.**

- (1) Permitted work shall be required to remain accessible and exposed until inspected and accepted by the government or agency enforcing the Uniform Code. Permit holders shall be required to notify the government or agency when construction work is ready for inspection.
- (2) Provisions shall be made for inspection of the following elements of the construction process, where applicable:
  - (i) work site prior to the issuance of a permit;
  - (ii) footing and foundation prior to pouring concrete;
  - (iii) preparation for concrete slab;
  - (iv) framing;
  - (v) building systems, including underground and rough-in;
  - (vi) fire resistant construction;
  - (vii) fire resistant penetrations;
  - (viii) solid fuel burning heating appliances, chimneys, flues or gas vents;
  - (ix) energy code compliance; and
  - (x) a final inspection after all work authorized by the building permit has been completed.
- (3) After inspection, the work or a portion thereof shall be noted as satisfactory as completed, or the permit holder shall be notified as to where the work fails to comply with the Uniform Code. Construction work not in compliance with code provisions shall be required to remain exposed until it has been brought into compliance with the code, been re-inspected, and been found satisfactory as completed.

**Please Submit:**

- 1- \_\_\_\_ A completed and signed Building Permit Application.
- 2- \_\_\_\_ All required Insurance forms.
- 3- \_\_\_\_ Architect/Engineer stamped and signed drawings.
- 4- \_\_\_\_ One copy of sewage disposal system design documents as approved by Schoharie County Health Department along with approval letter.
- 5- \_\_\_\_ A Site Location/ Plot Plan with dimensions showing property lines, driveway, well, septic system, and any structures.
- 6- \_\_\_\_ Drawings/ Project Dimensions.
- 7- \_\_\_\_ New driveway approval letter.
- 8- \_\_\_\_ Payment. Checks payable to The Town of Jefferson.

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

# TOWN OF JEFFERSON

## One Year Building Permit Application

P.O. Box 34, 677 N. Harpersfield Road Jefferson, New York 12093

Ph: 607-652-7931 Fax: 607-652-4049

Building Department/Code Enforcement Official: Richard Irwin (607) 435-2013

Code Enforcement Official call hours: Tuesday-Friday 8:00AM-12:30PM

[jeffersonbuildingandcodes@gmail.com](mailto:jeffersonbuildingandcodes@gmail.com)

**LOCATION INFORMATION:** (where work is to be done):

TAX MAP/PARCEL NUMBER \_\_\_\_\_

STREET ADDRESS (911 address required) \_\_\_\_\_

**OWNER CONTACT INFORMATION:**

NAME(s) \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

**APPLICANT:** (if not the owner)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

**NATURE OF PROPOSED WORK:** (check one or more as applicable)

- Construction of a new building    HUD Home    Accessory Structure    Addition to an existing building  
 Alteration/Renovation/Repair    Demolition (NYCRR 12 Part 56)    Swimming Pool/Hot Tub  
 Deck/Porch    Wood Stove/ Fuel Burning Device    Septic new/repair    Change of Occupancy    STR  
 Operating Permit (describe use) \_\_\_\_\_  
 Other \_\_\_\_\_

**OCCUPANCY (USE) OF BUILDING:** (consult CEO if needed)

\_\_\_\_ Residential- One and two family residential (IRBC)

\_\_\_\_ A - Assembly

\_\_\_\_ I - Institutional

\_\_\_\_ R-4 - Residential Care/  
Living Facilities

\_\_\_\_ B - Business

\_\_\_\_ M - Mercantile

\_\_\_\_ S - Storage

\_\_\_\_ E - Educational

\_\_\_\_ R-1 - Primarily Transient

\_\_\_\_ U - Utility and miscellaneous

\_\_\_\_ F - Factory/Industrial

\_\_\_\_ R-2 - Apartments etc.

\_\_\_\_ H - High Hazard

\_\_\_\_ R-3 - Primarily Permanent

**ESTIMATED COST OF CONSTRUCTION:** (Excluding land, but including material and labor)

\$ \_\_\_\_\_

**DESCRIPTION OF PROJECT:** Give general description of work to be done and use of the building.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ARCHITECT OR ENGINEER DRAWINGS:** Two sets of Architect or Engineers plans or drawings required. Plans must be stamped by a New York State licensed architect or engineer unless the project is a one or two family dwelling 1500 square feet or less, or a non-structural alteration costing under \$20,000, per State Education Law Section 7209 and 7307.

(2)

**DRAWINGS / PROJECT DIMENSIONS:** (if stamped plans not required) Provide drawings sufficient to describe materials, dimensions, including number of stories and square feet, and important details of work to be done. List drawings (by number and date) and list any other information provided with this permit application. For very simple projects a material list with notes may be adequate.

**TRUSS, PRE-ENGINEERED Wood or TIMBER CONSTRUCTION NOTIFICATION:**

TYPE OF CONSTRUCTION	LOCATION- (Indicate all applicable)		
	Floor-including girder/beams	Roof	Both
Truss type (TT)			
Pre-engineered wood construction (PW)			
Timber construction (TC)			

Applicant must provide signage meeting requirements of NYCRR, Title 19, Part 1265.

**SITE LOCATION/ PLOT PLAN:** (attached) Provide sketch locating all proposed and existing buildings on the property, indicating sizes and setbacks from property lines. Indicate adjacent street(s) by name. Show location of proposed and/or existing wells and sanitation systems on property. A tax map or survey map to scale is preferred.

**INSURANCE REQUIREMENTS:** Proof of the contractor’s General Liability Insurance and New York State Workers’ Compensation and disability benefits coverage naming the Town of Jefferson as certificate holder must be provided. General Contractors must carry a Workers’ Compensation Policy if they are hiring subcontractors. Please note that ACCORD forms are not acceptable. The below forms must be provided.

**Worker's Compensation:** (check one and attach form) \_\_\_ CE-200(exempt), \_\_\_ BP-1 (homeowner exempt) \_\_\_ C-105.2/U-26.3 (certificate of insurance), \_\_\_ SI-12/GSI-105.2(self-insured)

**Disability Insurance:** (check one and attach form) \_\_\_ CE-200(exempt), \_\_\_ BP-1 (homeowner exempt) \_\_\_ DB-120.1(certificate of insurance), \_\_\_ DB-155(self-insured)

**APPLICANT CERTIFICATION:** I hereby certify that I have read the instructions and examined this application for the issuance of a building permit pursuant to the New York State Fire and Building Code for the proposed work as herein described and know it to be true and correct. Applicant acknowledges that he/she is the owner of the property upon which the work is to be done or the duly authorized agent for the owner. Applicant further agrees to comply with all applicable laws, ordinances, and regulations whether specified herein or not and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

**Inspections Required/Consent to Enter Property:** I understand that I am responsible for obtaining all required inspections and I understand that I am giving consent to the Code Enforcement Officer to enter the property for the purpose of required inspections and ascertaining the information on this application.

**IMPORTANT:** 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. Do **not** begin construction until permit application is approved and permit is issued. Do **not** use or occupy the building that is subject of permit in whole or in part for any purpose until appropriate certificate has been issued by this office

**SIGNATURE** of Owner or Applicant \_\_\_\_\_ Date \_\_\_\_\_

Make checks payable to: **Town of Jefferson**

\*\*\*\*\*

For Office Use: Date Received \_\_\_\_\_ Amt. \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Signature of official: \_\_\_\_\_

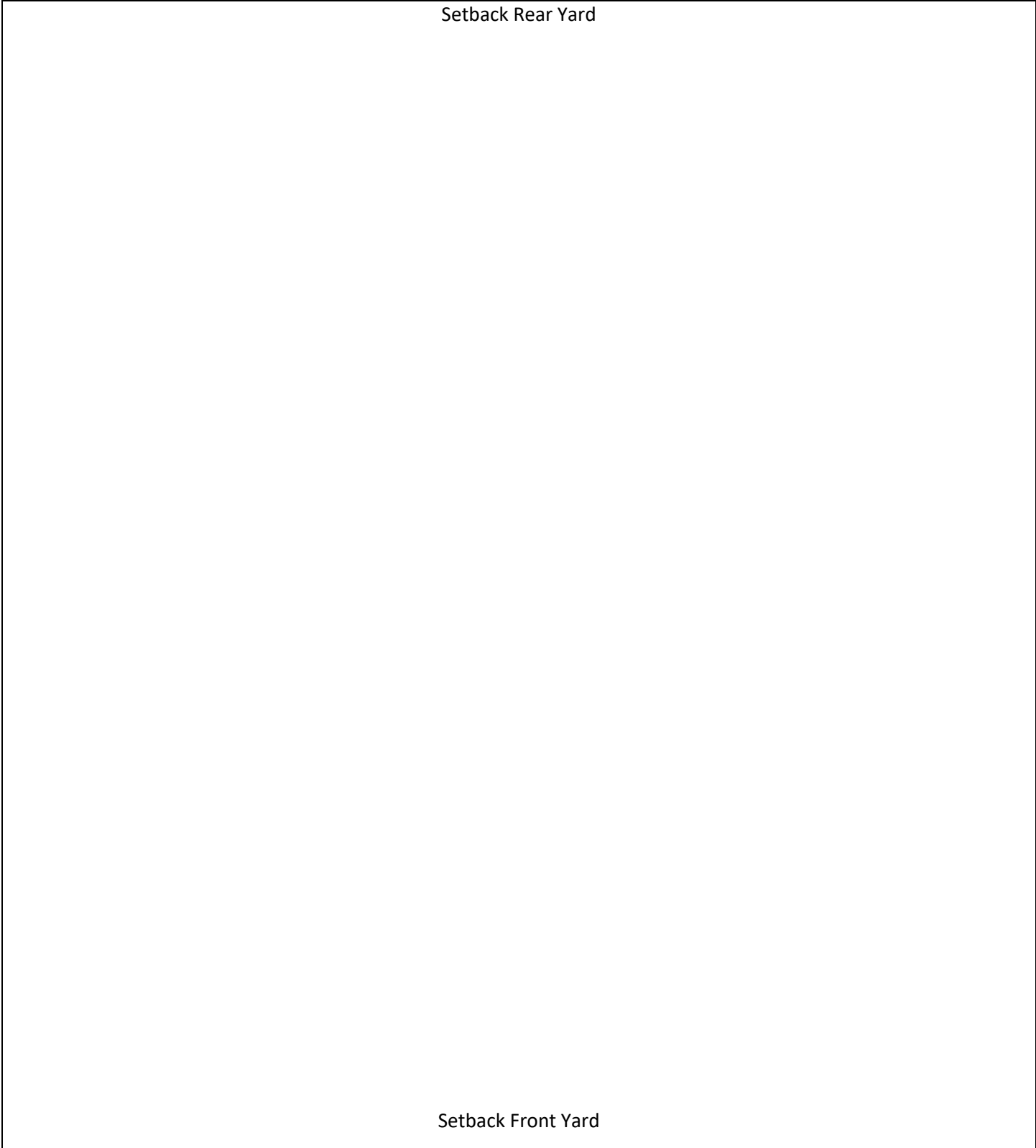
## TOWN OF JEFFERSON-SCHEDULE OF BUILDING PERMIT FEES

	<u>RESIDENTIAL</u>	<u>COMMERCIAL</u>
<b>RESIDENTIAL HOUSING:</b> FIRST 1,500 SQUARE FEET OF AREA	\$350.00 _____	
EACH ADDITIONAL 1,000 SF OR FRACTION THEREOF = \$100.00	+\$ _____	
<b>HUD APPROVED HOME:</b> (SINGLE WIDE)	\$150.00 _____	
(DOUBLE WIDE)	\$200.00 _____	
<b>ACCESSORY STRUCTURES:</b>		
GARAGE/UTILITY BUILDING: (UP TO 600 SF)	\$150.00 _____	\$300.00 _____
POLE BARN (UP TO 1500 SF)	\$100.00 _____	\$200.00 _____
DECKS, PORCHES, PAVILLIONS, GREENHOUSES	\$100.00 _____	\$200.00 _____
SOLID FUEL DEVICES: WOOD/PELLET STOVES, OIL BURNERS	\$100.00 _____	\$200.00 _____
SWIMMING POOLS: ABOVE GROUND	\$75.00 _____	\$150.00 _____
IN GROUND	\$150.00 _____	\$300.00 _____
<b>WIND TURBINES OR SOLAR PANELS:</b> (30kw OR LESS)	\$100.00 _____	\$200.00 _____
<b>ADDITIONS:</b>		
FIRST 500 SQUARE FEET	\$150.00 _____	\$300.00 _____
\$6.00 FOR EACH ADDITIONAL 100 SQUARE FEET	+\$ _____	+\$ _____
<b>REPAIRS, RENOVATIONS AND ALTERATIONS:</b>		
FIRST \$1,000.00 OF WORK	\$100.00 _____	\$200.00 _____
\$6.00 FOR EACH ADDITIONAL \$1,000.00 OF WORK	+\$ _____	+\$ _____
<b>UTILITY BUILDINGS/POLE BARN:</b>		
FIRST \$2,000.00	\$200.00 _____	\$400.00 _____
\$6.00 EACH ADDITIONAL \$1,000.00 OR FRACTION THEREOF	+\$ _____	+\$ _____
<b>SEPTIC SYSTEMS:</b> NEW/REPLACEMENT (REQUIRES ENGINEER PLANS)	\$100.00 _____	\$200.00 _____
<b>DEMOLITION PERMIT:</b>	\$100.00 _____	\$200.00 _____
<b>CHANGE OF USE/OCCUPANCY:</b>	\$100.00 _____	\$100.00 _____
<b>OPERATING PERMIT:</b> PER BUILDING # _____	PERMIT- \$150.00 _____	INSPECTION \$150.00 _____
<b>SITE PLAN REVIEW:</b>	\$150.00 _____	\$300.00 _____
<b>ANY PERMIT RENEWAL:</b>	\$75.00 _____	\$150.00 _____
<b>MUNICIPAL SEARCH:</b>	\$50.00 _____	\$50.00 _____
<b>CONSTRUCTION STARTED WITHOUT REQUIRED PERMIT – 2x PERMIT FEE</b>		\$ _____
<b>OTHER (min \$100.00) describe:</b> _____		

Town of Jefferson  
Building Permit Application  
Site Location/Plot plan

Draw a sketch of property (front, rear, both side yard), setbacks, including all buildings and driveways

Setback Rear Yard



Setback Front Yard

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Tax Id#: \_\_\_\_\_

APPLICATION # \_\_\_\_\_

**AFFIDAVIT BY PROPERTY OWNER**

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

**TOWN OF JEFFERSON  
BUILDING AND CODES**

Project Location  
(street address): \_\_\_\_\_

SBL# \_\_\_\_\_

OWNER STATEMENT: I \_\_\_\_\_

(owner)

state that, according to the Schoharie County Real Property Tax Records, I am the Owner of Record of the property described above, and further states that I authorize:

\_\_\_\_\_

to act on my behalf to obtain all necessary permits and approvals for the work as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

Notary Stamp:

# 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>
--

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.