

Building Permit Application Instructions

Please read and sign Village of Middleburgh

A building permit is required commencing construction or other improvements, removal, relocation, occupation of a business, demolition of any building or structure (including auction barns, farm residences and other such structures) and before the installation equipment such as oil and gas heaters that are not listed as portable, solid fuel burning devices such as wood, pellet, corn and wood etc.

Three copies of the permit applications must be completely filled out and submitted to the local building department by mail or in person with

- (1) Two sets of construction Plans and all supporting documentation
 - (a) Residential dwellings under 1,500 sq feet may be allowed without a by a design professional licensed by the State of NY, although a detailed set of plans are still required
- (2) All commercial construction plans are to be stamped and drawn to scale
- (3) All new residential and commercial waste water (septic) systems must be designed by a NY licensed PE

Workers compensation and disability benefits or an exemption from (NEW YORK STATE WORKERS COMPENSATION BOARD) are necessary and required before a permit can be issued. Only Owner occupied 1-4 family homes may use the BP 9-07 form enclosed in application, All others must have comp or get an exemption from NY comp board

Federal, State and local floodplain regulations must be applied in accordance with New York State Building Code.

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Inspection Notification to the Code Enforcement is the sole responsibility of the owner, contractor or agent.

- (1) minimum of 48 hrs no exceptions

Some may need more than 48 hours depending on the inspector

- (2) A CO or CC will not be issued without inspections and you could be required to dismantle work preformed and pay a fine.

The owner and contractor are responsible to notify the codes office for an inspection.

Questions and answers

Q) Who determines when a building permit is required and how do I know if a permit is required

A) The local code enforcement Officer, so the best way to know is contact the codes officer

Q) Do I need to comply with floodplain regulations if my community does not participate in the floodplain program

A) Yes in 2003 NY State Incorporated the floodplain regulations within the State Building Codes.

Q) I am renting a commercial space and am not changing any of the structure do I need a permit

(A) Yes a permit is required to make sure that the new business complies with building & Zoning regulations concerning the use, maximum occupancy, fire regulations, etc. Failure to file for a permit could result in a stop work order and possible fines.

Code Enforcement/Building Inspector
Lloyd Stannard 518-231-7779

Tuesday – Thursday – Saturday
9:00 am to Noon
Call for appointment

Owner

Print name _____

Sign _____

Date _____

Village of Middleburgh
309 Main St Middleburgh 12149
Office 518-827-5143
Codes officer 518-231-7779

Building Permit Application

Permit #:	Date:	Application #:
District:	Tax Id #:	
Address:	Residential: Yes <input type="checkbox"/>	NO <input type="checkbox"/> NA <input type="checkbox"/>
Floodplain: Yes <input type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/>	Historic: Yes <input type="checkbox"/>	NO <input type="checkbox"/> NA <input type="checkbox"/>

Property Location _____ Lot Size (acres) _____

Accompanying this application shall be (2) sets of plans ,showing the purposed building, alterations or repairs, and a brief description of the materials to be used, methods of construction and detailed plot plan.

Character and Purpose of Permit: _____

Estimated Cost: _____

Work to begin on or about: _____

Work to be completed on or about: _____

Outside Measurements of Main Building Length _____ Feet Width _____ Feet
Height _____ Feet

Number of stories above grade _____ Will there be a basement _____

Chimney if so what type of construction and Material _____

The foregoing hereby is certified to be correct, true and full of answers. The undersigned hereby agrees,(IF A PERMIT REQUEST IS GRANTED), applicant authorizes the Code Enforcement Official to enter upon said properties to complete necessary inspections. Applicant also hereby agrees to comply with the provisions of the New York State Uniform Fire Prevention and Building Code, other State or Local Laws Ordinances, applicable to the work intended to be completed under such permit.

Print Name: _____ Contractor _____

Address: _____ Address _____

Phone # : _____ Phone # _____

Signature: _____

PROOF OF COMPENSATION INSURANCE OR EXZEMPTION FROM INSURANCE MUST BE PROVIDED BEFORE A PERMIT CAN BE ISSUE

Village Of Middleburgh
CONSTRUCTION SPECIFICATIONS

APPLICATION NO _____ PERMIT NO. _____ DATE _____

INSTRUCTIONS: This form to be attached, when completed, to the Application for Construction Inspection.

- a) This application must be completely filled in by typewriter or in ink and submitted in duplicate to the inspector in charge.
- b) Plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property must be drawn on the diagram which is part of this application.
- c) This application must be accompanied by one set of specifications describing the nature of work to be performed, the materials and equipment to be used and installed and details of structural, mechanical, electrical and plumbing installations.
- d) Upon approval of this application, the issuing inspector will issue a building permit to the applicant. Such permit shall be kept on the premises available for inspection throughout the progress of the work.
- e) The work covered by this application may not be commenced before the issuance of a building permit.
- f) No building shall be occupied or used in whole or in part for any purposes whatever until an application is made for a Certificate of Occupancy and shall have been granted by the inspector and issued by the municipality.
- g) If this application is not filed by the owner, an affidavit must accompany it stating that the proposed construction is authorized and that the inspector shall be permitted to inspect the premises without the need of a search warrant.

1. State existing use and occupancy of premises and intended use and occupancy of proposed construction:

- a) Existing use and occupancy _____
- b) Intended use and occupancy _____

2. Nature of work (check which applicable): New Building Addition Alteration Repair Removal Demolition Installation

3. If dwelling, number of dwelling units _____ Number of dwelling units on each floor _____ If garage, number of cars _____

4. It business, commercial or mixed occupancy, specify nature and extent of each type of use _____

5. Dimensions of existing structure with alterations or additions: Front ___ Rear ___ Depth ___ Height ___ Number of stories _____

6. Dimensions of entire new construction: Front _____ Rear _____ Depth _____ Height _____ Number of stories _____

7. Size of lot: Front _____ Rear _____ Depth _____ Acres _____

8. Zone or use district in which premises are situated _____

9. Does proposed construction violate any zoning law, ordinance or regulation? _____

10. Name of Compensation Insurance Carrier _____

Number of Policy _____ Date of Expiration _____

11. Name of Architect, if required _____

Address _____ Phone No. _____

Name of Contractor _____

Address _____ Phone No _____

12. Will electrical work be inspected by an approved Electrical Underwriters Agency? If so, specify _____

13. A plot diagram must be prepared and attached hereto and locate clearly and distinctly all buildings, whether existing or proposed, and indicate all set-back 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

STATE OF NEW YORK, COUNTY OF _____

_____ being duly sworn deposes and says that he is the applicant above named.

(Name of individual signing application)

He is the _____ of said owner or owners and is duly authorized to perform or have performed the

(contractor, agent, officer, etc.)

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 specifications filed therewith, and in accordance with applicable laws, ordinances, rules and regulations.

Sworn to before me this _____ day of _____ 20_____
Notary Public, _____ COUNTY Of _____ Applicant signature _____

Village of Middleburgh
Building Permit Application
Plot plan

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

Setback Rear Yard

A large empty rectangular box with a thin black border, intended for a hand-drawn sketch of a property. The box is mostly blank, with the text 'Setback Rear Yard' at the top and 'Setback Front Yard' at the bottom.

Setback Front Yard

Print Name: _____ Sinature: _____

Tax Id# : _____

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence (no commercial)

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 (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)

Home Telephone Number _____

(Homeowner's Name Printed)

Property Address that requires the building permit:

Sworn to before me this _____ day of _____
_____ 2010

(County Clerk or Notary Public)