

INSTRUCTIONS TO FILE A BUILDING PERMIT
PLEASE READ AND FOLLOW CAREFULLY

- Please type or print all information. An Illegible application may delay the issuance of a permit.
- Applications shall be made by: owners or lessees or their agent or by a design professional or contractor employed in connection with the proposed work.
- Applications must be accompanied by plans prepared and certified by a NYS Design Professional when required by NYSDOE Regulations (all commercial projects).
- A recent property survey, amended to show any new work outside of an existing building is required with an application for a Building Permit.
- Applications for work involving any structural construction, alteration or repair must be accompanied by detailed plans and specifications.
- Any additions, etc, involving conditioned space must be accompanied by an energy code certification.
- If a “foundation only” permit is issued, no work beyond that will be done until the remainder of the permit is issued.
- Building Permits shall become *invalid* unless the authorized work has commenced within six (6) months following the date of issuance.
- Building Permits shall *expire* six (6) months after the date of issuance.
- A new application, review and appropriate fee will be necessary to renew an invalid or expired Building Permit.
- **Do not proceed beyond any of the inspection points listed on the Building Permit until authorized by the Code Enforcement Office.**

Application No. _____

Permit No. _____

Village of Central Square
Application for a Building Permit

Application is hereby made to the Code Enforcement Officer for the issuance of a Building Permit pursuant to all applicable codes, ordinances, and laws governing the erection, construction, enlargement, addition to, repair, replacement, improvement, removal, relocation, demolition, conversion, and change in the nature of occupancy of any building or structure or any portion thereof within the boundaries of the Village Of Central Square at the following location:

Address of Subject Property: _____

Applicant: Name: _____ Phone#: _____

Address: _____

Property Owner: (if different from applicant)

Name: _____ Phone#: _____

Address: _____

Nature of Work (Check all that apply)

_____ New Building/ Structure _____ Addition (s) _____ Alteration/ Repair/ Remodel _____ Conversion

_____ Deck/ Porch _____ Shed _____ Swimming Pool _____ Solid Fuel _____ Demolition _____ Other

Property Use: _____ Residential _____ Commercial: Occupancy Classification: _____

Property Description (include dimensions) _____

Estimated Value of all work (including all labor and materials) _____

Is Owner doing all work? _____ Yes _____ No, If yes, owner must complete a form BP-1, Affidavit of exemption from Worker's Comp. If no, complete next section.

General Contractor:

Name _____ Phone _____

Business Name _____ Phone _____

Address _____

Contractor must provide proof of liability insurance and Comp/disability insurance or waiver signed by NYS Worker's Compensation Board on forms provided by the Worker's Compensation Board.

Electrical Contractor's

Name _____ Phone _____

The below signed applicant has read the instructions for application for a building permit and to the best of his/her knowledge, the information given and accompanying this application is accurate and true. The applicant agree that the work will conform within the NYS Uniform Building and/or Energy Code as well as all other applicable laws, ordinances and codes, that all statements contained herein 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 the plans and specifications filed herewith.

Property Owner's Signature(s) _____ Date _____

Applicant's Signature(s) _____ Date _____

(Official Use Only)

Zoning District _____

Tax Map# _____

Flood Zone? _____ Yes _____ No

Within 100' of Wetlands? _____ Yes _____ No

Date Submitted: _____ Date Denied: _____ Date Approved: _____

IS Any Planning Board Action Necessary? _____ Yes _____ No

Fee: _____

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.

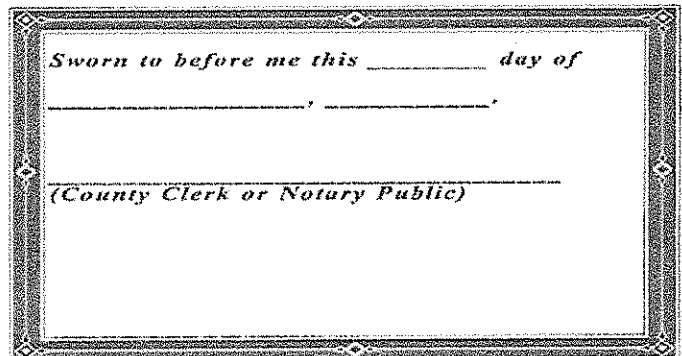
(Signature of Homeowner)

(Date Signed)

(Homeowner's Name Printed)

Home Telephone Number _____

Property Address that requires the building permit:



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 (S1-12), 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.

- ◆ 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(1/04), 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.