

Town of Dover Building /Zoning/Code Enforcement Department

126 East Duncan Hill Road

Dover Plains, NY 12522

(845) 832-3188 - fax

Building Inspector/CEO – Michael C. Segelken 845.832.6111 x102 (BuildingCEO@TownOfDoverNY.us)

Clerk – 845.832.6111 x103 (Building @TownOfDoverNY.us)

Building Permit Application for Replacement of Manufactured Home

Please read entire packet BEFORE submitting application

Required Documents:

- Cash or Check payable to: Town of Dover (fee is double if project has been started).
Residential Fees: \$250.00
Commercial Fees: *Fee is based on cost of construction; please call the Building Department for fee.
- Homeowner's Insurance (Declaration page only) with valid notarized waiver **or** Proof of Workers' Compensation and Disability Insurance (see attached letter or call (518) 486-6307 or visit www.wcb.state.ny.us for more information; **ACORD forms are NOT acceptable proof of NYS workers' compensation or disability benefits insurance coverage**)
- One **complete** set of manufactured home specs showing exact size, layout and HUD approval
- Copy of installers NYS Certification
- Survey or drawing of property showing existing manufactured home and proposed manufactured home with distances to property lines and other structures. (Please list the year of the manufactured home that is to be removed)

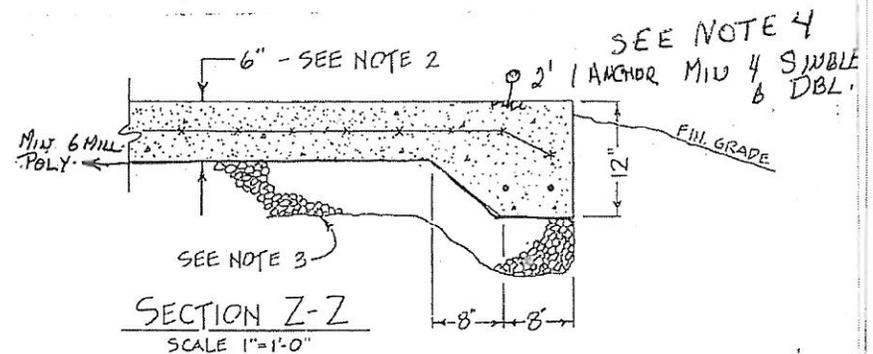
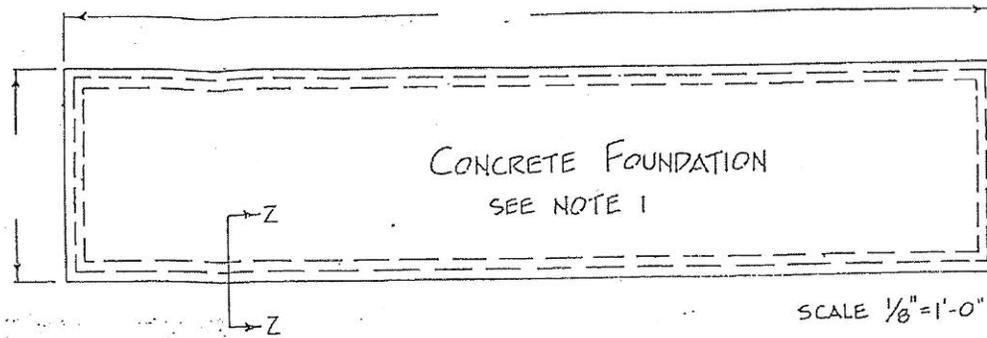
PLEASE NOTE: *Any replacement of a manufactured home will require a foundation or slab*

Required Inspections:

- **PRE-INSPECTION BEFORE PERMIT IS ISSUED**
- Footings before pouring concrete
- Slab
- Rough electric (if applicable, by an electrical inspector)
- Final electric (if applicable, by an electrical inspector)
- Final Board of Health Approval (if required)
- Final Completion to obtain a Certificate of Occupancy

Applicants are responsible for scheduling all required inspections. The Building Department requires advance notice for all inspections; any additional inspections will be \$50 per hour with a minimum one hour charge.

Mobile Home Foundation Plan



NOTES:

1. Concrete foundation to be 12" haunched slab constructed of concrete with a minimum compression strength of 3500 PSI at 14 days. Maximum size aggregate shall be 1" with a maximum slump of 4".
2. Concrete slab to be reinforced with 6x6 #8 wire mesh centered vertically and wrapped under (2) #4 rebars (running continuously around perimeter).
3. Foundation shall bear on properly compacted structural fill, to consist of 6" thick select granular materials.
4. Minimum 4 anchors for single wide as per manufacturer placement requirements.

All work shall conform to the latest edition of the New York State Building Code (NYSUFP & BC)



Town of Dover

Building Department
126 East Duncan Hill Road
Dover Plains, NY 12522
845.832.6111 x102 – Building Inspector
845.832.6111 x103 – Clerk
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For Office Uses Only NEW ___ RENEWAL ___

Permit #: _____ Zone: _____

Grid #: _____

Fee: \$ _____ Date Paid: _____

Check #: _____ Receipt #: _____

Building Permit Application-Manufactured Homes

(Must be filled out **IN FULL WITH PAYMENT** before review. Incomplete applications will be returned).

Application is hereby submitted to the Building Inspector/Code Enforcement Officer of the Town of Dover for the approval of plans and detailed statement of the specifications of work to be performed.

Please describe work to be performed: _____

Applicant's Name: _____ Phone #: _____

Mailing Address: _____ Cellular #: _____

Builder/Contractor: _____ Phone #: _____

Mailing Address: _____ Cellular #: _____

Address of Proposed Project: _____ Lot #: _____

Distance of proposed structure from neighbor(s); must also be shown on plans.

front: _____ ft. back: _____ ft. side 1: _____ ft. side 2: _____ ft.

size of lot: _____ ac. frontage: _____ ft. height of highest point: _____ ft.

Size of **NEW** proposed structure: width: _____ ft. depth: _____ ft. TOTAL: _____ sq ft. Year: _____

Size of **EXISTING** structure to be removed: width: _____ ft. depth: _____ ft. TOTAL: _____ sq ft. Year: _____

IF LOCATED IN A MOBLE HOME PARK: Name _____ Lot# _____

Estimated cost of construction: \$ _____

Estimated date of completion: _____

I confirm that I understand that building permits expire one year after issuance and it is my responsibility to call the Town of Dover Building Department for all required inspections during construction and to obtain a Certificate of Occupancy/Compliance upon completion thereof in compliance herewith. I also understand my responsibilities of all provisions of Town of Dover Zoning Laws, New York State Uniform Fire Prevention & Building Code and State of New York Department of Labor requirements whether specified herein or not. The Town of Dover Zoning Law can be researched at www.townofdovery.ny.us (click: Links, Town Code).

Signature of Applicant DATE

Signature of Owner DATE

For Office Uses Only

Pre-Inspection: _____

Application is: APPROVED / DENIED

Application requires: Planning Board Approval Zoning Board Approval

Building Inspector/CEO Date Issued

Permits expire one year after issuance

Town of Dover Building/Zoning /Code Enforcement Department

126 East Duncan Hill Road
Dover Plains, NY 12522

General Information for All Building Permit Applications

Please read the following and have application complete BEFORE submittal

The applicant/homeowner is responsible for supplying sufficient information to determine that the project complies with and adheres to all Town of Dover Zoning Laws and all NYS Building Codes.

The Town of Dover Zoning Law may be obtained from the Zoning Law book available at the Town Clerk's office for a fee or on the internet at www.TownOfDoverNY.us (Links, Town Code, Chapter 145).
NYS Building Codes are available at www.dos.state.ny.us.

Fee for building without a permit is double the permit fee, PLUS all legal fees (if necessary)

If a permit is denied or withdrawn, 50% of the fee will be refunded if requested in writing provided that no work has commenced.

Applications will not be considered until **ALL** required documents and copies are submitted **by the applicant**. A list of required documents for each project is listed on the coversheet; submitting required documents in "bits & pieces" will result in a delay. **INCOMPLETE APPLICATIONS WILL BE RETURNED.**

Please note: **applications are not reviewed at the time of submittal...** they are reviewed in the order in which they are received and may require approximately 1-4 weeks to process depending on the complexity of the project. Due to the volume of applications received, requests to expedite an application cannot be honored.

Section 125 of the General Municipal Law requires that ALL APPLICANTS provide proof of Workers' Compensation and Disability compliance or a valid exemption when applying for a permit. For more information, visit www.wcb.state.ny.us or call (518) 486-5307.

After the application is reviewed and approved, you will be notified and will be given a Construction Permit. If the application is denied, you will receive written notice with an explanation. Construction may not start until the permit is issued.

Permits expire one year after issuance and may be renewed at full price. By law, a building permit is not closed out until the project is finished and a Certificate of Occupancy/Compliance (C/O, C/C) has been issued; it is the applicant's/homeowner's responsibility to call this department to obtain a Certificate of Occupancy/Compliance. If the project has not been started and you wish to close out the permit, it is the applicant's/homeowner's responsibility to send a written notice stating that project has not been started and give this department permission to verify.

The Construction Permit and your 911 address must be clearly displayed on a place visible from the road.

[F] 303.3 Premises identification. Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).

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 homeowner's 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 WC/DB-100 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:

Sworn to before me this _____ day of _____

(County Clerk or Notary Public)

Once notarized, this Form BP-1 serves as an exemption for both workers' compensation and disability benefits insurance coverage.

General Information for Certificates of Occupancy and Compliance

What is a Certificate of Occupancy (C/O)?

- ◆ A document issued by a municipality which authorizes the legal use of a building or structure, in whole or in part.

What is a Certificate of Compliance (C/C)?

- ◆ A document issued by a municipality which authorizes the legal use of an accessory building or structure, a minor alteration or addition, or an installation such as a wood stove, furnace or satellite dish antennae.

Who is responsible to obtain such certificates?

- ◆ Just as the property owner has the ultimate responsibility for activities on his or her property and for obtaining building permits, **it also is the property owner's responsibility to call for an inspection to obtain a Certificate of Occupancy or Compliance.**
- ◆ It is a violation of a municipality's local law for any person to occupy or otherwise use a building, structure or other permanently installed equipment for which a building permit has been issued without obtaining a Certificate of Occupancy or a Certificate of Compliance.

What happens if I fail to obtain a C/O or a C/C?

- ◆ Failure to obtain a C/O or a C/C is a violation of the municipality's local law. Violation of local laws can result in the issuance of an order to appear before the local court and such violations are subject to a fine and/or imprisonment.
- ◆ Banks and lending institutions are generally requiring copies of C/Os or C/Cs for new financing or refinancing of property. The lack of a required certificate may delay or cause a denial of a mortgage, which could place a potential property sale or refinancing at risk.
- ◆ Insurance companies are becoming increasingly aware of their profit-loss statistics in this tight economy. In New York State, it is common knowledge that C/Os or C/Cs are required. **Your insurance company may not provide coverage in the event of a tragedy if a required certificate has not been issued.**

How will anybody ever find out that I should have had a C/O or C/C?

- ◆ The records of a municipality are public records which are open for anyone to view. Copies of building permits, inspection reports, violation notices and certificates are required to be kept on file essentially permanently. Lending institutions, insurance investigators and others routinely require information contained in these files.
- ◆ In addition, the Code Enforcement Officer maintains activity logs and may periodically send out notices to remind permit holders that they need to attain closure of their files, through their requesting the required inspections and by their obtaining the required certificate.

What year did the Town of Dover start issuing C/Os or C/Cs?

- ◆ **1984.** Any structure that has been installed, erected, constructed, enlarged, altered or replaced since January 1, 1984 would have required a Building Permit and C/O or C/C.

By law, building permits are never closed out until a C/O or C/C has been issued OR if the project has not been started.

TOWN OF DOVER



BUILDING & ZONING DEPARTMENT

In addition to Dig Safely New York regulations you must also comply with all Town of Dover Erosion and Sediment Control Regulations (Chapter 65 in the Town Code) and with New York State Erosion and Stormwater Control Laws and Regulations.

Failure to comply with these regulations and laws will result in the immediate revocation of any permits issued or a stop work order issued or the possibility of fines and jail time, or any combination of these measures.

All erosion control measures **MUST** be in place before any excavation is undertaken. In addition, any soil that is to be stripped and stockpiled for a period of longer than 7 days must be seeded down in a manner to prevent erosion. All erosion measures must be maintained thru the entire construction period and to the extent required after that until the area is stabilized.

Anti-tracking pads must be installed and maintained, dust control measures must be utilized when and where required and portable sanitary facilities will be supplied at all construction site and be maintained as warranted.

If Someone is Planning To Dig On Your Property, Or You Are Doing The Excavation . . . Please Do Your Part!

Look For:

- Pad Mounted Electric Transformers
- Utility Service Wires (Cables attached to the side of the utility pole and entering the ground.)
- Telephone Or Cable Television Pedestals
- Water Valves Or Hydrants
- Regulator Stations, Gas Meters, Valves or Test Stations
- Warning Signs Or Markers
- Manhole Rings and Covers

When you call, please have the following information available:

- Municipality – county, city or township
- Location – street address
- Nearest intersection of streets and roads
- Extent of work ■ Type of work
- Start date and time excavation is scheduled to begin
- Caller's name
- Excavator/contact person and phone number

Even When All Precaution Are Taken, Accidents Can Still Happen. If An Underground Facility Is Hit Or Even Scratched, Please Notify The Facility Operator.

**Dig  Safely.
New York**

- Call Before You Dig
- Wait The Required Time
- Confirm Utility Response
- Respect The Marks
- Dig With Care

800-962-7962

www.digsafelynewyork.com

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What You Should Know Before Getting In Too Deep

