

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 New Homes, Conversions and Additions

Please read entire packet BEFORE submitting application

Required Documents for all applications:

- Cash or Check payable to: Town of Dover (use attached Worksheet to figure out fees)
- Building Permit Worksheet (attached)
- 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**)
- Two **complete** sets of plans stamped & signed by a NYS licensed design professional
- Stamped survey of land showing existing and proposed structure(s) with setbacks from property lines, topo, well and septic, and proposed driveway
- Copy of Board of Health Approval letter (a SAN 34 will be sent to the Department of Health by the Building Dept.)
- 911 Address on New Homes (Homeowner must apply)
- Driveway Permit application if driveway does not exist **or** if changing entrance on to a Town road; driveway must be staked out prior to submittal of driveway permit application. If proposed driveway will be on a State or County road, a copy of the Driveway Permit from the perspective department must be submitted. Private roads do not require driveway permits; however, the owner is responsible for installing the driveway to proper specs

ALL Plans MUST show enough information to prove that structure will conform to all NYS Building Code requirements

Required Inspections:

- **PRE-INSPECTION BEFORE PERMIT IS ISSUED**
- Footings before pouring concrete
- Foundation
- Slab (if applicable)
- Footing drains/Waterproofing
- Framing & Plumbing before enclosing
- Rough electric before enclosing (by an electrical inspector)
- Insulation before enclosing
- Drywall
- Final electric after closing walls (by an electrical inspector)
- Final BOHA, if adding bedrooms (from Board of Health)
- As-Built Survey
- Final Completion to obtain a Certificate of Occupancy

Applicants are responsible for scheduling all required inspections.

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.

REQUIREMENTS FOR BUILDING PERMITS

Applicants must demonstrate Town of Dover Zoning and NYS Building Code compliance. A Building Permit may be issued after the applicant has submitted the following:

1. APPLICATION

- ◆ must be completely filled out and signed by applicant and owner or fully authorized agent.

2. SURVEY OR PLOT PLAN - SHOWING TO SCALE:

- ◆ property lines
- ◆ existing structures
- ◆ proposed construction
- ◆ setbacks of proposed construction from property lines
- ◆ topo, well and septic

3. PLANS AND SPECIFICATIONS INCLUDING:

- ◆ foundation plan with section
- ◆ framing plan with sizing and specs
- ◆ sections showing framing detail, fireplace detail, insulation and energy code compliance
- ◆ electrical and HVAC plan
- ◆ plumbing riser diagram
- ◆ exterior elevations
- ◆ NY PROFESSIONAL SEAL REQUIRED FOR OVER \$20,000 COST FOR RESIDENTIAL AND \$10,000 FOR COMMERCIAL OR AT THE BUILDING INSPECTOR'S REQUEST

4. PROOF OF DISABILITY INSURANCE AND WORKERS COMPENSATION - See attached for acceptable forms

5. BOARD OF HEALTH DEPARTMENT APPROVAL FOR WELL AND SEPTIC

- ◆ Board of Health application must be filed with the engineered plans and well drillers report for private wells and septic.

6. DRIVEWAY PERMIT - \$200

- ◆ approval must be obtained from the highway department having jurisdiction (Town, County or State)

The following requirements must be complied with:

1. Top course of block foundation to be solid. If foundation survey calls for an approved plot plan, have copy sent to Building Department.
2. If lot is in public water and sewer district, call for inspection and hookup prior to covering.
3. Inspections will be documented during each phase of construction before proceeding to the next phase. Applicant is responsible for calling the Building Department in advance to schedule inspections of the following:
 - ◆ Footings before pouring concrete
 - ◆ Footing drains and waterproofing
 - ◆ Foundation Before Backfill
 - ◆ Framing/Insulation/Plumbing Before Enclosing

- ◆ Final Completion (Certificate of Occupancy)
4. Garages, decks, porches, fireplaces, gas/wood/pellet stoves, etc., all require additional fees and inspections.
 - ◆ Fireplaces must be inspected during construction before any chimney is laid above smoke chamber.
 - ◆ When a garage is attached to a residence, the NYS Building Code requires a fire resistant separation between the garage and the residence.
 5. Electrical work can be done by any electrician providing that all electrical work is inspected by a third party electrical agency (see attached list).
 6. Any violation is subject to penalty.
 7. Call this office for final inspection and Certificate of Occupancy after the above inspections and the following have been met:
 - ◆ Final Board of Health Approval
 - ◆ Final driveway approval from the highway department having jurisdiction (Town, County or State)
 - ◆ Final approval by Inspector of water supply and sewer disposal hookups
 - ◆ Electrical inspectors final certificate of approval
 - ◆ Final as-built survey
 - ◆ Any other requirements as placed on applicant for building permit approval

When a building has been completed, it cannot be legally occupied until a "CERTIFICATE OF OCCUPANCY" (C/O) has been issued by the Building Inspector.

[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).

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

**Dig  Safely.
New York**

800-962-7962

www.digsafelynewyork.com



What You Should Know Before Getting In Too Deep



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 measurers 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.

STEPS FOR BUILDING YOUR DUTCHESS COUNTY DEPT OF HEALTH [DCDOH] APPROVED SEPTIC SYSTEM (Residential Lots Only) IN ACCORDANCE WITH DCDOH POLICY AND PROCEDURE

BEFORE CONSTRUCTION BEGINS

1. YOU APPLY FOR A BLDG. PERMIT AT YOUR TOWN BLDG. INSP's OFFICE.
2. YOUR BLDG. INSP. ISSUES A WORKFLOW SHEET [SAN34] WHICH IS THEN FORWARDED TO DCDOH CENTRAL OFFICE, REVIEWED, THEN SENT TO DCDOH DISTRICT OFFICE [D.O.] THAT SERVES YOUR TOWN. [Allow several business days for this step.]
3. CALL THE DCDOH D.O. TO SETUP A PRE-CONSTRUCTION INSPECTION OF YOUR LOT WITH THE AREAS OF THE SEPTIC SYSTEM & WELL STAKED-OUT PER THE APPROVED PLAN.
4. AFTER THE PRE-CONSTRUCTION INSPECTION, THE SAN34 IS FORWARDED TO THE BLDG. INSP., GRANTING DCDOH APPROVAL TO ISSUE A BLDG. PERMIT.

BEFORE SEPTIC SYSTEM IS COVERED

5. BEFORE DCDOH FINAL INSPECTION: THE FILL PAD (if required) MUST BE CERTIFIED BY YOUR ENGINEER USING THE DCDOH "CERTIFICATION OF FILL FOR SEWAGE DISPOSAL SYSTEM (HD-5)" FORM AND RECEIVED BY DCDOH D.O.
6. PRIOR TO COVERING THE SEPTIC SYSTEM YOU MUST CALL THE DCDOH D.O. FOR A FINAL INSPECTION.
7. BEFORE RECOMMENDATION OF CERTIFICATE OF OCCUPANCY, ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED FOR FINAL REVIEW BY DCDOH: WELL COMPLETION REPORT TO DCDOH CENTRAL OFFICE, PUMP OR DOSING CHAMBER CERTIFICATION (if required) TO DCDOH D.O., SPECIAL P.E. CERTIFICATION TO DCDOH D.O.
8. AFTER YOUR FINAL INSPECTION AND ALL SUPPORTING DOCUMENTATION IS RECEIVED AND REVIEWED, DCDOH D.O. THEN FAXES THE COMPLETED SAN34 TO THE BLDG. INSP., RECOMMENDING THE CERTIFICATE OF OCCUPANCY.

DCDOH – Environmental Health Services phone numbers

*NOTE: Please call the DCDOH DO between 9:30 & 11:00 AM and have the tax ID # or plan name and lot # ready

Central Office, Poughkeepsie	Voice (845)486-3404	Fax (845)486-3545
Beacon District Office	Voice (845)838-4801	Fax (845)838-4824
{Beekman; East Fishkill; Fishkill & Wappinger}		
Millbrook District Office	Voice (845)677-4001	Fax (845)473-5115
{Amenia; Clinton; Dover; Milan; North East; Pawling; Pine Plains; Pleasant Valley; Red Hook; Rhinebeck; Stanford; Union Vale & Washington		
Poughkeepsie District Office.....	Voice (845)486-3480	Fax (845)486-3545
{Hyde Park; LaGrange and Poughkeepsie}		

To Access This Form: <http://www.co.dutchess.ny.us/CountyGov/Departments/Health/HDSepticSystemSteps.pdf>
e-mail: healthinfo@co.dutchess.ny.us

Numbers and Websites of Interest

<p><u>Electrical Inspectors</u></p> <p><u>New York Electrical Inspections</u> H.C.R. 4, NYS Route 30 Kelly Corners, NY 12455 (845) 586-2430 Tom LeJeune - Inspector - (845) 373-7308</p> <p><u>New York Board</u> PO Box 1558 Wappingers Falls, NY 12590 Pat Decina – Inspector – (845) 298-6792 (phone & fax)</p> <p><u>Electrical Underwriter of NY, LLC</u> PO Box 4089 New Windsor, NY 12553 (845) 569-1759, (845) 562-7371 – fax Ernest C. Bello - Inspector</p> <p><u>Tri-State Inspection Agency</u> PO Box 1034 Warwick, NY 10990 (845) 986-6514 or (845) 986-0535 Bob Stumbo, Nick DiFusco, Frank Sholtis</p> <p><u>Commonwealth Electrical Inspection Service, Inc.</u> 1355 Pittsford-Mendon Road PO Box 723 Mendon, NY 14506-0723 800 624-2380 or (585) 624-2399-fax Ronald Henry – Inspector - (845) 562-8429</p> <p><u>NY Electrical Inspections & Consulting</u> 93 Beattie Avenue Middletown, NY 10940 (845) 343-6934, (845) 343-4834 – Fax John Wierl (jwierl@nyeic.com) or Pierre Belarge</p> <p><u>The Inspector, LLC</u> 5390 State Route 22 Burke, NY 12917 (518) 481-5300 or (800) 487-0535 David Smith (theinspectorllc@yahoo.com)</p> <p><u>Third Party Inspector</u> 68 Gold Road Poughquag, NY 12570 (845) 590-1010 Brian Van Vlack – Inspector - (thirdpartyinsp@gmail.com)</p> <p><u>Z3 Consultants, Inc.</u> PO Box 363 LaGrangeville, NY 12540 Gary Beck, Jr. – Inspector – (845) 471-9370 (845) 625-1479 - Fax</p>	<p><u>Dutchess County Department of Health</u></p> <p>387 Main Street Poughkeepsie, NY 12601 (845) 486-3404</p> <p>Millbrook District Office (845) 677-4001</p> <p><u>Road Maintenance</u></p> <p><u>Town of Dover Highway Department</u> (town roads) (845) 832-9567</p> <p><u>NYS Department of Transportation (DOT)</u> (state roads) Highway Permits (845) 473-3076</p> <p><u>DC Department of Public Works</u> (county roads) Highway Permits Unit (845) 486-2928</p> <p><u>Department of Emergency Response</u></p> <p>E-911 Addressing (845) 486-6531</p> <p><u>Workers' Compensation Board</u></p> <p>www.wcb.state.ny.us (518) 486-6307</p> <p><u>Dig Safely</u> (call before you dig)</p> <p>www.digsafelynewyork.com 800 962-7962</p> <p><u>NYS Department of Environmental Conservation (DEC)</u></p> <p>www.dec.state.ny.us (518) 402-8265</p> <p><u>NYS Department of State</u></p> <p>www.dos.state.ny.us (212) 417-5800</p>
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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
845.832.3188 - Fax

For Office Uses Only	NEW _____	RENEWAL _____
Permit #:	_____	Zone: _____
Grid #:	_____	
Fee: \$	_____	Date Paid: _____
Check #:	_____	Receipt #: _____

Building Permit Application - New Homes, Conversions and Additions

(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: _____

Owner of Property: _____	Phone #: _____
Mailing Address: _____	Cellular #: _____
Applicant's Name: _____	Phone #: _____
Mailing Address: _____	Cellular #: _____
Builder/Contractor: _____	Phone #: _____
Mailing Address: _____	Cellular #: _____
Address of Proposed Project: _____ Lot #: _____	
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial

_____ Addition	_____ Finished Basement	_____ Accessory Apartment
_____ Alteration	_____ Finished Attic	_____ Bonus Room
_____ Dormers	_____ Finished Garage	

For alterations or renovations to an existing room, basement, attic, etc., drawings with exact room sizes, uses and exact work to be done must be submitted.

Size of proposed structure: Width: _____ ft. Depth: _____ ft. TOTAL: _____ sq ft.

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).

Town of Dover

126 East Duncan Hill Road

Dover Plains, NY 12522

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

Clerk –845.832.6111 x103 (Building@TownOfDoverNY.us)

Grid # _____

Permit # _____

Building Permit Worksheet

For Residential New Homes, Conversions and Additions

(Only fill out information pertaining to you, **fees on back**)

Style of House: Ranch / Raised Ranch / Split Level / Cape Cod / Colonial / Contemporary / Mansion / Old Style Cottage / Log Cabin / Duplex / Bungalow / Townhouse

Stick Built or Modular _____

First Floor:

Number of Bedrooms: _____

Number of Bathrooms: _____ full _____ half

Number of Fireplaces: _____

Total sq. ft. of living space on first floor _____

Second Floor:

Number of Bedrooms: _____

Number of Bathrooms: _____ full _____ half

Number of Fireplaces: _____

Total sq. ft. of living space on first floor _____

Basement:

Garage: _____ one-car _____ two-car _____ n/a

Finished space:

Number of Bedrooms: _____

Number of Bathrooms: _____ full _____ half

Number of Fireplaces: _____

Total sq. ft. of living space on first floor _____

Unfinished space:

Total sq feet of unfinished space in basement _____

Attic:

Finished space:

Number of Bedrooms: _____

Number of Bathrooms: _____ full _____ half

Number of Fireplaces: _____

Total sq. ft. of living space on first floor _____

Unfinished space:

Total sq feet of unfinished space in attic _____

TOTALS FOR ENTIRE HOUSE:

Bedrooms: _____

Bathrooms: _____ full _____ half

Kitchens: _____

Fireplaces: _____

TOTAL sq. ft. of living space: _____

Front Deck: Open Covered Screened Enclosed Size: _____ x _____

Side Deck: Open Covered Screened Enclosed Size: _____ x _____

Rear Deck: Open Covered Screened Enclosed Size: _____ x _____

Garage: Attached Detached _____ one-car _____ two-car _____ n/a

Central Air Conditioning _____ Yes _____ No

Other: _____

Road Maintenance: Town / County / State / Private

Town Driveway Permit Required? Yes / No



Town of Dover

2014 Fee Schedule

The fees, pursuant to Chapter 73 of the Town Code of the Town of Dover entitled "FEES", are as follows:

A. Chapter **23**, Records, Public Access to.

- (1) Certification of records: \$10.00
- (2) Photocopies of records not exceeding nine inches by 14 inches: \$0.25 per page.
- (3) Photocopies of outside records: \$0.35 per page.

B. Chapter 37 ARB

- (1) Application Fee- \$150.00
- (1) FEE FOR SIGN PERMIT (BUILDING DEPARTMENT)
 - a. NON ILLUMINATED \$50.00
 - b. ILLUMINATED \$100.00

C. Chapter **47**, Building Construction.

(1) Fees for commercial construction and additions:

- | | |
|--|-----------|
| a) Estimated value of construction or alteration work up to and including \$5,000: | \$ 200.00 |
| b) For each additional \$1,000 or fraction thereof, exceeding \$5,000 up to including \$1,000,000: | \$ 15.00 |
| c) For each additional \$1,000 or fraction thereof, exceeding \$1,000,000 up to including \$5,000,000: | \$ 10.00 |
| d) For each additional \$1,000 or fraction thereof, exceeding \$5,000,000 up to including \$10,000,000: | \$ 8.00 |
| e) For each additional \$1,000 or fraction thereof, exceeding \$10,000,000 up to including \$15,000,000: | \$ 6.00 |
| f) For each additional \$1,000 or fraction thereof, exceeding \$15,000,000: | \$ 4.00 |

(2) Fees for residential construction:

One and two family dwellings, additions, conversion of uninhabited space to living space (adding bathrooms, finished basement, finished attics, enclosed porches etc.)

- | | |
|--|------------|
| a) Any area of living space up to and including 200 sq. ft.: | \$ 75.00 |
| b) Any area of living space 201 up to and including 500 sq. ft.: | \$ 150.00 |
| c) Any area of living space up to and including 501 sq. ft. up to and including 1,500 sq. ft.: | \$ 300.00 |
| d) Any area of living space up to and including 1,501 sq. ft. up to and including 2,500 sq. ft.: | \$ 500.00 |
| e) Any area of living space up to and including 2,501 sq. ft. up to and including 3,500 sq. ft.: | \$ 700.00 |
| f) Any area of living space up to and including 3,501 sq. ft. up to and including 4,500 sq. ft.: | \$ 900.00 |
| g) Any area of living space up to and including 4,501 sq. ft. up to and including 5,500 sq. ft.: | \$1,100.00 |
| h) Any area of living space up to and including 5,501 sq. ft. up to and including 6,500 sq. ft.: | \$1,300.00 |
| i) Any area of living space up to and including 6,501 sq. ft. up to and including 7,500 sq. ft.: | \$1,500.00 |

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.