

Town of Dover Building/Zoning /Code Enforcement Department

126 East Duncan Hill Road

Dover Plains, NY 12522

(845) 832-0370 - fax

Building Inspector/CEO – George T. Hearn 845.832.6111 x102 - (GHearn@TownOfDoverNY.us)

Clerk – Maria O’Leary – 845.862.6111 x103 - (BuildingZoning@TownOfDoverNY.us)

Building Permit Application for
Finished Basement/Attic/Bonus Room/
Additions

Please read reverse side of this page before submitting application

Required Documents:

- Cash or Check payable to: Town of Dover (add 200% penalty if project has been started)
Residential Fees: up to 500 sq ft = \$250 501-1,500 sq ft = \$375 1,501-2,500 sq ft=\$500
- Energy Conservation Construction form
(if applicable, see attached or information may be provided on the plans)
- Copy of Homeowner’s Insurance (Declaration page only)
- Proof of Workers' Compensation and Disability Insurance or valid waiver
(see attached letter and 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 showing room uses and dimensions. Plans must show that the proposed project will meet all NYS Building Codes
(must be stamped & signed by a NYS licensed design professional if cost of construction is over \$20,000 or at the discretion of the Building Inspector)
- Copy of Board of Health Approval letter if adding bedrooms
(a SAN 34 will then be sent to the Department of Health)
- Stamped survey of land showing existing and proposed structure(s) with setbacks from property lines (if building an addition)

Required Inspections:

- Framing & Plumbing before enclosing
- Rough electric before enclosing (by an electrical inspector)
- Insulation before enclosing
- Final electric after closing walls (by an electrical inspector)
- Final BOHA, if adding bedrooms (from Board of Health)
- 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

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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.

Start of construction without a permit will mandate a penalty of 200% of permit fee, PLUS 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) 486-6307.

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).

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.

Numbers and Websites of Interest

Electrical Inspectors

New York Electrical Inspections

H.C.R. 4, NYS Route 30
Kelly Corners, NY 12455
(845) 586-2430
Tom LeJeune - Inspector - (845) 373-7308

New York Board

5 Robert Lane
Wappingers Falls, NY 12590
Pat Decina – Inspector – (845) 298-6792

Electrical Underwriter of NY, LLC

PO Box 4089
New Windsor, NY 12553
(845) 569-1759, (845) 562-7371 – fax
Ernest C. Bello - Inspector

Tri-State Inspection Agency

PO Box 1034
Warwick, NY 10990
(845) 986-6514 or (845) 986-0535
Bob Stumbo, Nick DiFusco, Frank Sholtis

Commonwealth Electrical Inspection Service, Inc.

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

NY Electrical Inspections & Consulting

(845) 343-6934, (845) 343-4834 – Fax
John Wierl or Pierre Belarge

Dutchess County Department of Health

387 Main Street
Poughkeepsie, NY 12601
(845) 486-3404

Millbrook District Office
(845) 677-4001

Road Maintenance

Town of Dover Highway Department
(town roads)
(845) 832-9567

NYS Department of Transportation (DOT)
(state roads) Highway Permits
(845) 473-3076

DC Department of Public Works
(county roads) Highway Permits Unit
(845) 486-2928

Department of Emergency Response

E-911 Addressing
(845) 486-6531

Workers' Compensation Board

www.wcb.state.ny.us
(518) 486-6307

Dig Safely (call before you dig)

www.digsafelynewyork.com
800 962-7962

NYS Department of Environmental Conservation (DEC)

www.dec.state.ny.us
(518) 402-8265

NYS Department of State

www.dos.state.ny.us
(212) 417-5800

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		

SECTION R310 EMERGENCY ESCAPE AND RESCUE OPENINGS

R310.1 Emergency escape and rescue required. Basements with habitable space and every sleeping room shall have at least one openable emergency escape and rescue opening. Where basements contain one or more sleeping rooms, emergency egress and rescue openings shall be required in each sleeping room, but shall not be required in adjoining areas of the basement. Where emergency escape and rescue openings are provided they shall have a sill height of not more than 44 inches (1118 mm) above the floor. Where a door opening having a threshold below the adjacent ground elevation serves as an emergency escape and rescue opening and is provided with a bulkhead enclosure, the bulkhead enclosure shall comply with Section 310.3. The net clear opening dimensions required by this section shall be obtained by the normal operation of the emergency escape and rescue opening from the inside. Emergency escape and rescue openings with a finished sill height below the adjacent ground elevation shall be provided with a window well in accordance with Section R310.2.

R310.1.1 Minimum opening area. All emergency escape and rescue openings shall have a minimum net clear opening of 5.7 square feet (0.530 m²).

Exception: Grade floor openings shall have a minimum net clear opening of 5 square feet (0.465 m²).

R310.1.2 Minimum opening height. The minimum net clear opening height shall be 24 inches (610 mm).

R310.1.3 Minimum opening width. The minimum net clear opening width shall be 20 inches (508 mm).

R310.1.4 Operational constraints. Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools.

R310.2 Window wells. The minimum horizontal area of the window well shall be 9 square feet (0.84 m²), with a minimum horizontal projection and width of 36 inches (914 mm). The area of the window well shall allow the emergency escape and rescue opening to be fully opened.

Exception: The ladder or steps required by Section R310.2.1 shall be permitted to encroach a maximum of 6 inches (152 mm) into the required dimensions of the window well.

R310.2.1 Ladder and steps. Window wells with a vertical depth greater than 44 inches (1118 mm) shall be equipped with a permanently affixed ladder or steps usable with the window in the fully open position. Ladders or steps required by this section shall not be required to comply with Sections R311.5 and R311.6. Ladders or rungs shall have an inside width of at least 12 inches (305 mm), shall project at least 3 inches (76 mm) from the wall and shall be spaced not more than 18 inches (457 mm) on center vertically for the full height of the window well.

R311.5 Stairways.

R311.5.1 Width. Stairways shall not be less than 36 inches (914 mm) in clear width at all points above the permitted handrail height and below the required headroom height. Handrails shall not project more than 4.5 inches (114 mm) on either side of the stairway and the minimum clear width of the stairway at and below the handrail height, including treads and landings, shall not be less than 31.5 inches (787 mm) where a handrail is installed on one side and 27 inches (698 mm) where handrails are provided on both sides.

Exception: The width of spiral stairways shall be in accordance with Section R311.5.8.

R311.5.2 Headroom. The minimum headroom in all parts of the stairway shall not be less than 6 feet 8 inches (2036 mm) measured vertically from the sloped plane adjoining the tread nosing or from the floor surface of the landing or platform.

R311.5.3 Stair treads and risers.

R311.5.3.1 Riser height. The maximum riser height shall be 8¹/₄ inches (209 mm). The riser shall be measured vertically between leading edges of the adjacent treads. The greatest riser height within any flight of stairs shall not exceed the smallest by more than ³/₈ inch (9.5 mm).

R311.5.3.2 Tread depth. The minimum tread depth shall be 9 inches (229 mm). The tread depth shall be measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle to the tread's leading edge. The greatest tread depth within any flight of stairs shall not exceed the smallest by more than ³/₈ inch (9.5 mm). Winder treads shall have a minimum tread depth of 10 inches (254 mm) measured as above at a point 12 inches (305 mm) from the side where the treads are narrower. Winder treads shall have a minimum tread depth of 6 inches (152 mm) at any point. Within any flight of stairs, the greatest winder tread depth at the 12 inch (305 mm) walk line shall not exceed the smallest by more than ³/₈ inch (9.5 mm).

R311.5.3.3 Profile. The radius of curvature at the leading edge of the tread shall be no greater than ⁹/₁₆ inch (14.3 mm). A nosing not less than ³/₄ inch (19 mm) but not more than 1¹/₄ inch (32 mm) shall be provided on stairways with solid risers. The greatest nosing projection shall not exceed the smallest nosing projection by more than ³/₈ inch (9.5 mm) between two stories, including the nosing at the level of floors and landings. Beveling of nosing shall not exceed ¹/₂ inch (12.7 mm). Risers shall be vertical or sloped from the underside of the leading edge of the tread above at an angle not more than 30 (0.51 rad) degrees from the vertical. Open risers are permitted, provided that the opening between treads does not permit the passage of a 4-inch diameter (102 mm) sphere.

R311.5.6 Handrails. Handrails shall be provided on at least one side of each continuous run of treads or flight with four or more risers.

R311.5.6.1 Height. Handrail height, measured vertically from the sloped plane adjoining the tread nosing, or finish surface of ramp slope, shall be not less than 34 inches (864 mm) and not more than 38 inches (965 mm).

R311.5.6.2 Continuity. Handrails for stairways shall be continuous for the full length of the flight, from a point directly above the top riser of the flight to a point directly above lowest riser of the flight. Handrail ends shall be returned or shall terminate in newel posts or safety terminals. Handrails adjacent to a wall shall have a space of not less than 1½ inch (38 mm) between the wall and the handrails.

Exceptions:

1. Handrails shall be permitted to be interrupted by a newel post at the turn.
2. The use of a volute, turnout, starting easing or starting newel shall be allowed over the lowest tread.

R311.5.6.3 Handrail grip size. All required handrails shall be of one of the following types or provide equivalent graspability.

1. Type I. Handrails with a circular cross section shall have an outside diameter of at least 1¼ inches (32 mm) and not greater than 2 inches (51 mm). If the handrail is not circular it shall have a perimeter dimension of at least 4 inches (102 mm) and not greater than 6¼ inches (160 mm) with a maximum cross section of dimension of 2¼ inches (57 mm).
2. Type II. Handrails with a perimeter greater than 6¼ inches (160 mm) shall provide a graspable finger recess area on both sides of the profile. The finger recess shall begin within a distance of ¾ inch (19 mm) measured vertically from the tallest portion of the profile and achieve a depth of at least 5/16 inch (8 mm) within 7/8 inch (22 mm) below the widest portion of the profile. This required depth shall continue for at least 3/8 inch (10 mm) to a level that is not less than 1¾ inches (45 mm) below the tallest portion of the profile. The minimum width of the handrail above the recess shall be 1¼ inches (32 mm) to a maximum of 2¾ inches (70 mm). Edges shall have a minimum radius of 0.01 inches (0.25 mm).

R311.5.7 Illumination. All stairs shall be provided with illumination in accordance with Section R303.6.

SECTION R312 GUARDS

R312.1 Guards required. Porches, balconies or raised floor surfaces located more than 30 inches (762 mm) above the floor or grade below shall have guards not less than 36 inches (914 mm) in height. Open sides of stairs with a total rise of more than 30 inches (762 mm) above the floor or grade below shall have guards not less than 34 inches (864 mm) in height measured vertically from the nosing of the treads.

Porches and decks which are enclosed with insect screening shall be provided with guards where the walking surface is located more than 30 inches (762 mm) above the floor or grade below.

R312.2 Guard opening limitations. Required guards on open sides of stairways, raised floor areas, balconies and porches shall have intermediate rails or ornamental closures which do not allow passage of a sphere 4 inches (102mm) or more in diameter.

Exceptions:

1. The triangular openings formed by the riser, tread and bottom rail of a guard at the open side of a stairway are permitted to be of such a size that a sphere 6 inches (152 mm) cannot pass through.
2. Openings for required guards on the sides of stair treads shall not allow a sphere 4 3/8 inches (107 mm) to pass through.

December 1, 2008

WORKERS' COMPENSATION REQUIREMENTS UNDER WORKERS' COMPENSATION LAW §57

To comply with coverage provisions of the Workers' Compensation Law ("WCL"), businesses must:

- A) be legally exempt from obtaining workers' compensation insurance coverage; or
- B) obtain such coverage from insurance carriers; or
- C) be a Board-approved self-insured employer or participate in an authorized group self-insurance plan.

To assist State and municipal entities in enforcing WCL Section 57, businesses requesting permits or seeking to enter into contracts **MUST provide ONE** of the following forms to the government entity issuing the permit or entering into a contract:

- A) CE-200, Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage;

Starting December 1, 2008, Form CE-200 can be filled out electronically on the Board's website, www.wcb.state.ny.us, under the heading "Forms." Applicants filing electronically are able to print a finished Form CE-200 immediately upon completion of the electronic application. Applicants without access to a computer may obtain a paper application for the CE-200 by writing or visiting the Customer Service Center at any District Office of the Workers' Compensation Board. Applicants using the manual process may wait up to four weeks before receiving a CE-200. Once the applicant receives the CE-200, the applicant can then submit that CE-200 to the government agency from which he/she is getting the permit, license or contract.

OR

- B) C-105.2 -- Certificate of Workers' Compensation Insurance (the business's insurance carrier will send this form to the government entity upon request) **PLEASE NOTE:** The State Insurance Fund provides its own version of this form, the U-26.3; **OR**

- C) SI-12 -- Certificate of Workers' Compensation Self-Insurance (the business calls the Board's Self-Insurance Office at 518-402-0247), **OR** GSI-105.2 -- Certificate of Participation in Worker's Compensation Group Self-Insurance (the business's Group Self-Insurance Administrator will send this form to the government entity upon request).

DISABILITY BENEFITS REQUIREMENTS UNDER WORKERS' COMPENSATION LAW §220(8)

To comply with coverage provisions of the WCL regarding disability benefits, businesses may:

- A) be legally exempt from obtaining disability benefits insurance coverage; or
- B) obtain such coverage from insurance carriers; or
- C) be a Board-approved self-insured employer.

Accordingly, to assist State and municipal entities in enforcing WCL Section 220(8), businesses requesting permits or seeking to enter into contracts **MUST provide ONE** of the following forms to the entity issuing the permit or entering into a contract:

- A) CE-200, Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage;

Starting December 1, 2008, Form CE-200 can be filled out electronically on the Board's website, www.wcb.state.ny.us, under the heading "Forms." Applicants filing electronically are able to print a finished Form CE-200 immediately upon completion of the electronic application. Applicants without access to a computer may obtain a paper application for the CE-200 by writing or visiting the Customer Service Center at any District Office of the Workers' Compensation Board. Applicants using the manual process may wait up to four weeks before receiving a CE-200. Once the applicant receives the CE-200, the applicant can then submit that CE-200 to the government agency from which he/she is getting the permit, license or contract.

OR

- B) DB-120.1 -- Certificate of Disability Benefits Insurance (the business's insurance carrier will send this form to the government entity upon request); **OR**

- C) DB-155 -- Certificate of Disability Benefits Self-Insurance (the business calls the Board's Self-Insurance Office at 518-402-0247).

Please note that **for building permits ONLY**, certain homeowners of 1, 2, 3 or 4 family owner-occupied residences serving as their own General Contractor may be eligible to file Form BP-1 (The homeowner obtains this form from either the Building Department or on the Board's website, www.wcb.state.ny.us, under the heading "Forms.")

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:

<p>Sworn to before me this _____ day of _____, _____.</p> <p>_____ (County Clerk or Notary Public)</p>
--

Once notarized, this Form BP-1 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),
- ◆ a Board-approved self-insured employer (SI-12), or
- ◆ are exempt (WC/DB-100),

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, 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 (Form C-105.2 or Form U-26.3), 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.

Town of Dover Building Department

Energy Conservation Construction Code of New York State

Check List for one and two family dwelling

Tax Map #: _____

Building Permit #: _____

Owner of Land: _____

Phone #: _____

Mailing Address: _____

Cellular #: _____

Project Location: _____

Architect: _____

Address: _____

Phone #: _____

Signature: _____

Date: _____

Review by: _____

Date: _____



Building Occupancy Type: One Family [] Two Family [] Row House []

EXTERIOR DESIGN CONDITIONS, Table 302.1			
ITEM	REQUIRED		COMMENTS
County	Dutchess		
Winter Design DB Temp	2°F		
Summer Design DB Temp	88°F		
Coincident WB Temp	72°F		
Heating Degree Days	6,391		
Zone	Residential Climate Zone 5		

Check List for one and two family dwelling

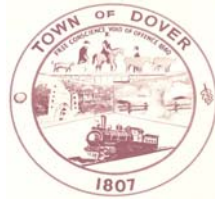
DESIGN CRITERIA - Simplified Prescriptive, One & Two Family Dwelling				
ITEM	CODE SECTION	REQUIRED	ACTUAL	COMMENTS
Gross Total Window Area				
Gross Total Wall Area				
Wall Type		Wood stud		
Heating Type		Fossil fuel		
Maximum Window Area	602.1, 601.2.2	15% of gross wall area		
Material	601.3	I.D. Req.		
Insulation	601.3.1	Certification		
Moisture Control	601.3.1.1	1.0 Perm.		
Fenestration	601.3.2	U-Factor by lab or tables 102.5.2(1) or 102.5.2(2)		
Doors	602.1.3	U=0.35		
Basement Heated	602.1.5	Yes or No		

REQUIRED THERMAL PERFORMANCE - 602.1(1)				
ITEM	CODE SECTION	REQUIRED	ACTUAL	COMMENTS
Glazing U-Factor	402.1(1)	U=0.35		
Ceiling R-Value	602.1(1)	R-38		
Wall R-Value	602.1(1)	R-21		
Floor R-Value	602.1(1)	R-21		
Basement Wall R-Value	602.1(1)	R-10/13		
Slab Perimeter R-Value	602.1(1)	R-10/2ft		
Slab Perimeter Depth	602.1(1)	4 ft.		
Crawl Space Wall R-Value	602.1(1)	R-20		
Floor w/25% over outside air	602.1.4	R-38		
Slab-on-grade>24" below gr.	602.1.6	R-10		
Mass Wall Assembly	602.1.1.1	R-13		

Town of Dover

Building Department

126 E. Duncan Hill Road
Dover Plains, NY 12522
845.832.6111 x102 - Building Inspector
845.832.6111 x103 - Clerk



Permit #: _____
Zone: _____

Grid #: _____

845.832.0370 - FAX

Building Permit Application

(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 to: Erect/Build Alter Convert a(an) _____ as herein set forth for the purpose of _____.

Applicant's Name: _____	Phone #: _____
Mailing Address: _____	Cellular #: _____
Owner of Property: _____	Phone #: _____
Mailing Address: _____	Cellular #: _____
Builder/Contractor: _____	Phone #: _____
Mailing Address: _____	Cellular #: _____
Address of Proposed Project: _____	
Subdivision Name: _____	Lot #: _____
Is property within a registered: <input type="checkbox"/> Floodplain? <input type="checkbox"/> Wetland? <input type="checkbox"/> Easement? If yes, show on survey & describe.	

Distance of proposed structure from property lines; must also be shown on survey or plot plan.

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

size of lot: _____ acres frontage: _____ ft. # of stories: _____ ft. height of highest point: _____ ft.

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

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. Total sq. ft of work to be done: _____

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.townofdoveryny.us (click: Links, Town Code).

Signature of Applicant _____ DATE _____ Signature of Owner _____ DATE _____

<u>For Office Use Only</u> Permit Fee: \$ _____ Date paid: _____ Check #: _____ Application is: APPROVED / DENIED Application requires: <input type="checkbox"/> Planning Board Approval <input type="checkbox"/> Zoning Board Approval	Code Enforcement Officer _____ Date Issued _____
	Permits expire one year after issuance