

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
Pools & Hot Tubs

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: above-ground pools/hot tubs = \$50 in-ground pools = \$150
fence (if required) up to 100 linear feet = \$100
up to 500 linear feet = \$200
501+ linear feet = \$500
- 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**)
- One **complete** set of specs showing appropriate barrier requirements
(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)
- Survey or drawing of property showing proposed structure with distances to property lines and other structures.

Required Inspections:

- Footings (for in-ground pools)
- Pool walls (for in-ground pools)
- Rough electric (by an electrical inspector)
- Final electric (by an electrical inspector)
- 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

POOL FENCE

AN INVESTMENT WORTH MAKING ...

AND A REQUIREMENT OF THE CODE!

Swimming pools, spas, and hot tubs are becoming more frequent in the back yards of homes across the State. While very enjoyable to the users, these places of comfort are very alluring to young children. Protection against unsupervised children is paramount in avoiding a household disaster.



Barriers like pool fences are working! In 1985, New York State started requiring pool fences when the rate of child deaths (newborn to 4 years old) soared to 17 drownings per million. By 1999, that number dropped by 95%.

When do I need a barrier?

Barriers, such as fences, are required around swimming pools, hot tubs and spas. This includes both fixed and portable units, including pre-formed or inflatable pools. The only exception is when a swimming pool is not able to contain more than 24" of water.

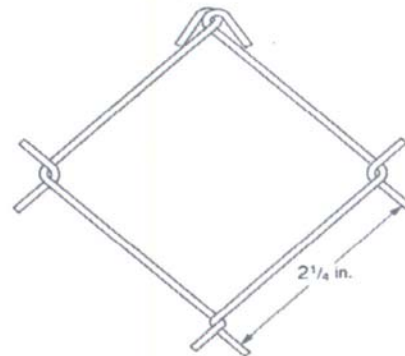
Are existing swimming pools exempt from barrier requirements?

No. All swimming pools, no matter how old, are required to have a barrier around them. The Property Maintenance Code of New York State requires an approved barrier around all swimming pools, regardless of their age.

What are the requirements for barriers?

The Residential Code of New York State and the Building Code of New York State regulate the construction parameters of barriers. Several options are available.

1. A 48" barrier shall surround the pool area. The barrier can be made using various methods including masonry, wood, or metal. Whatever method is used, it must not allow passage of children through the barrier as well as be constructed to prevent climbing.
2. For above ground pools, the side wall can be used as part of the barrier as long as the walls are 48" above the ground and the access ladder is secured. A barrier can be placed on top of the pool if it doesn't quite make the 48" by itself.
3. When the wall of a building serves as the barrier, or a portion thereof, a power operated top can be used or alarms can be placed on the doors leading to the pool area.

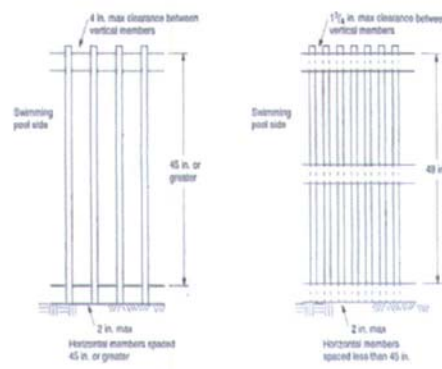


Do I need to put a barrier up to protect my hot tub or spa?

No. Hot tubs and spas are exempt from the barrier if equipped with a safety cover complying with the ASTM F1346 safety standard.

Do fences, gates and folding ladders need to be locked?

Yes. Pool gates and folding ladders do need to be locked when unsupervised. This needs to be achieved by a key, combination, or child-proof lock.



For more information, contact the Department of State Codes Division of Code Enforcement and Administration 41 State St. Albany, NY 12231
Phone: (518)-474-4073
Fax: (518)-486-4487
<http://www.dos.state.ny.us>



Specifics on fence construction and permitted gates are found in the Residential Code of New York State and the Building Code of New York State



APPENDIX G

SWIMMING POOLS, SPAS AND HOT TUBS

SECTION AG101 GENERAL

AG101.1 General. The provisions of this appendix shall control the design and construction of swimming pools, spas and hot tubs installed in or on the lot of a one- and two-family dwelling.

SECTION AG102 DEFINITIONS

AG102.1 General. For the purposes of these requirements, the terms used shall be defined as follows and as set forth in Chapter 2.

ABOVE-GROUND/ON-GROUND POOL. See "Swimming pool."

BARRIER. A fence, wall, building wall or combination thereof which completely surrounds the swimming pool and obstructs access to the swimming pool.

HOT TUB. See "Swimming pool."

IN-GROUND POOL. See "Swimming pool."

RESIDENTIAL. That which is situated on the premises of a detached one- or two-family dwelling or a one-family townhouse not more than three stories in height.

SPA, NONPORTABLE. See "Swimming pool."

SPA, PORTABLE. A nonpermanent structure intended for recreational bathing, in which all controls, water-heating and water-circulating equipment are an integral part of the product.

SWIMMING POOL. Any structure intended for swimming or recreational bathing that contains water over 24 inches (610 mm) deep. This includes in-ground, aboveground and on-ground swimming pools, hot tubs and spas.

SWIMMING POOL, INDOOR. A swimming pool which is totally contained within a structure and surrounded on all four sides by walls of said structure.

SWIMMING POOL, OUTDOOR. Any swimming pool which is not an indoor pool.

SECTION AG103 SWIMMING POOLS

AG103.1 In-ground pools. In-ground pools shall be designed and constructed in conformance with ANSI/NSPI-5 as listed in Section AG107.

AG103.2 Above-ground and on-ground pools. Above-ground and on-ground pools shall be designed and constructed in conformance with ANSI/NSPI-4 as listed in Section AG107.

SECTION AG104 SPAS AND HOT TUBS

AG104.1 Permanently installed spas and hot tubs. Permanently installed spas and hot tubs shall be designed and constructed in conformance with ANSI/NSPI-3 as listed in Section AG107.

AG104.2 Portable spas and hot tubs. Portable spas and hot tubs shall be designed and constructed in conformance with ANSI/NSPI-6 as listed in Section AG107.

SECTION AG105 BARRIER REQUIREMENTS

AG105.1 Application. The provisions of this chapter shall control the design of barriers for residential swimming pools, spas and hot tubs. These design controls are intended to provide protection against potential drownings and near-drownings by restricting access to swimming pools, spas and hot tubs.

AG105.2 Outdoor swimming pool. An outdoor swimming pool, including an in-ground, aboveground or on-ground pool, hot tub or spa shall be provided with a barrier which shall comply with the following:

1. The top of the barrier shall be at least 48 inches (1219 mm) above grade measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches (51 mm) measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above grade, such as an aboveground pool, the barrier may be at ground level, such as the pool structure, or mounted on top of the pool structure. Where the barrier is mounted on top of the pool structure, the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches (102 mm).
2. Openings in the barrier shall not allow passage of a 4-inch-diameter (102 mm) sphere.
3. Solid barriers which do not have openings, such as a masonry or stone wall, shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.
4. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed 1.75 inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1.75 inches (44 mm) in width.
5. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing

between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1.75 inches (44 mm) in width.

6. Maximum mesh size for chain link fences shall be a 1.25-inch (32 mm) square unless the fence is provided with slats fastened at the top or the bottom which reduce the openings to not more than 1.75 inches (44 mm).
7. Where the barrier is composed of diagonal members, such as a lattice fence, the maximum opening formed by the diagonal members shall not be more than 1.75 inches (44 mm).
8. Access gates shall comply with the requirements of Section AG105.2, Items 1 through 7, and shall be securely locked with a key combination or other child-proof lock sufficient to prevent access to the swimming pool through such gate when the swimming pool is not in use or supervised. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. Gates other than pedestrian access gates shall have a self-latching device. Where the release mechanism of the self-latching device is located less than 54 inches (1372 mm) from the bottom of the gate, the release mechanism and openings shall comply with the following:
 - 8.1. The release mechanism shall be located on the pool side of the gate at least 3 inches (76 mm) below the top of the gate, and
 - 8.2. The gate and barrier shall have no opening greater than 0.5 inch (12.7 mm) within 18 inches (457 mm) of the release mechanism.
9. Where a wall of a dwelling serves as part of the barrier one of the following conditions shall be met:
 - 9.1. The pool shall be equipped with a powered safety cover in compliance with ASTM F1346; or
 - 9.2. All doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and its screen, if present, are opened. The alarm shall sound continuously for a minimum of 30 seconds immediately after the door is opened and be capable of being heard throughout the house during normal household activities. The alarm shall automatically reset under all conditions. The alarm system shall be equipped with a manual means, such as touchpad or switch, to temporarily deactivate the alarm for a single opening. Such deactivation shall last for not more than 15 seconds. The deactivation switch(es) shall be located at least 54 inches (1372 mm) above the threshold of the door; or
 - 9.3. Other means of protection, such as self-closing doors with self-latching devices, which are approved by the governing body, shall be acceptable so long as the degree of protection afforded is not less than the protection afforded by Item 9.1 or 9.2 described above.
10. Where an aboveground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps, then:

- 10.1. The ladder or steps shall be capable of being secured, locked or removed to prevent access, or
- 10.2. The ladder or steps shall be surrounded by a barrier which meets the requirements of Section AG105.2, Items 1 through 9. When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch-diameter (102 mm) sphere.

AG105.3 Indoor swimming pool. All walls surrounding an indoor swimming pool shall comply with Section AG105.2, Item 9.

AG105.4 Prohibited locations. Barriers shall be located so as to prohibit permanent structures, equipment or similar objects from being used to climb the barriers.

AG105.5 Barrier exceptions. Spas or hot tubs with a safety cover which complies with ASTM F 1346, as listed in Section AG107, shall be exempt from the provisions of this appendix.

SECTION AG106 ABBREVIATIONS

AG106.1 General.

ANSI—American National Standards Institute
11 West 42nd Street, New York, NY 10036

ASTM—American Society for Testing and Materials
1916 Race Street, Philadelphia, PA 19103

NSPI—National Spa and Pool Institute
2111 Eisenhower Avenue, Alexandria, VA 22314

SECTION AG107 STANDARDS

AG107.1 General.

ANSI/NSPI

ANSI/NSPI-3 Standard for Permanently Installed Residential Spas AG104.1

ANSI/NSPI-4 Standard for Above-ground/On-ground Residential Swimming Pools AG103.2

ANSI/NSPI-5 Standard for Residential In-ground Swimming Pools AG103.1

ANSI/NSPI-6 Standard for Residential Portable Spas AG104.2

ASTM

ASTM F 1346-91 Standard Performance Specifications for Safety Covers and Labeling Requirements for All Covers for Swimming Pools, Spas and Hot Tubs AG105.2, AG105.5

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Temporary Pool Enclosures ⁶

During the installation or construction of a swimming pool, the swimming pool must be enclosed by a temporary enclosure. The temporary enclosure may consist of a temporary fence, a permanent fence, the wall of a permanent structure, any other structure, or any combination of the foregoing. However:

- all portions of the temporary enclosure must be at least four (4) feet high, and
- all components of the temporary enclosure must be sufficient to prevent access to the swimming pool by any person not engaged in the installation or construction process and to provide for the safety of all such persons.

The temporary enclosure must remain in place throughout the period of installation or construction of the swimming pool, and thereafter until the installation or construction of a permanent enclosure has been completed.

The temporary enclosure must be replaced by a permanent enclosure. The permanent enclosure must comply with all applicable "Barrier Requirements" described at pages 2 to 7 of this publication, and with any additional requirements that may be imposed by any other New York State codes or regulations applicable to swimming pool enclosures or by any local law applicable to swimming pool enclosures and in effect in the location where the swimming pool has been installed or constructed.

The permanent enclosure must be completed within ninety days after the date of issuance of the building permit for the installation or construction of the swimming pool, or the date of commencement of the installation or construction of the swimming pool, whichever is later. (If the swimming pool is installed or constructed without the issuance of a building permit, the permanent enclosure must be completed within ninety days after the date of commencement of the installation or construction of the swimming pool - note, however, that this provision does not permit the installation or construction of a pool without a building permit where such a permit is required by applicable law.) The local code enforcement official has authority to extend the 90 day period for completion of the permanent enclosure for good cause, such as a delay in construction caused by bad weather.

of restoring the swimming pool to its before damaged condition would equal or exceed 50 percent of the market value of the swimming pool before the damage occurred.

(6) **Substantial modification.** Any repair reconstruction, rehabilitation, addition, or improvement of a swimming pool, the cost of which equals or exceeds 50 percent of the market value of the swimming pool before the repair, rehabilitation, addition, or improvement is started. If a swimming pool has sustained substantial damage, any repairs are considered to be a substantial modification regardless of the actual repair work performed.

(c) **Pool alarms.** Each residential swimming pool installed, constructed or substantially modified after December 14, 2006 and each commercial swimming pool installed, constructed or substantially modified after December 14, 2006 shall be equipped with an approved pool alarm which:

(1) is capable of detecting a child entering the water and giving an audible alarm when it detects a child entering the water;

(2) is audible poolside and at another location on the premises where the swimming pool is located;

(3) is installed, used and maintained in accordance with the manufacturer's instructions;

(4) is classified by Underwriter's Laboratory, Inc. (or other approved independent testing laboratory) to reference standard ASTM F2208, entitled "Standard Specification for Pool Alarms," as adopted in 2002 and editorially corrected in June 2005, published by ASTM International, 100 Barr Harbor Drive, West Conshohocken, PA 19428; and

(5) is not an alarm device which is located on person(s) or which is dependent on device(s) located on person(s) for its proper operation.

(d) **Multiple pool alarms.** A pool alarm installed pursuant to subdivision (c) of this section must be capable of detecting entry into the water at any point on the surface of the swimming pool. If necessary to provide detection

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.

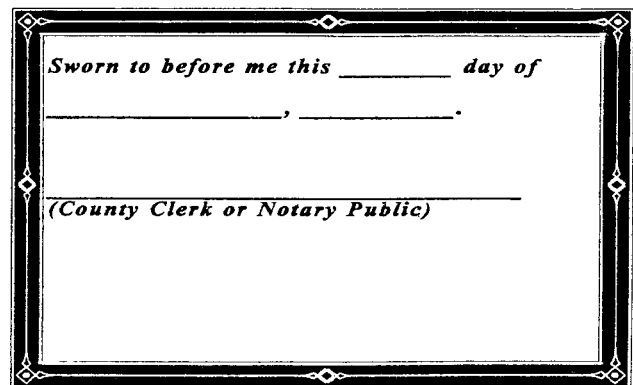
(Signature of Homeowner)

(Date Signed)

(Homeowner's Name Printed)

Home Telephone Number _____

Property Address that requires the building permit:



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

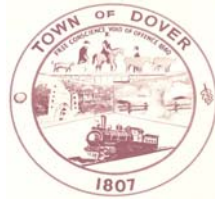
For homeowners of a **1, 2, 3 or 4 Family, Owner-occupied Residence**, proof of their exemption from the mandatory coverage provisions of the Workers' Compensation Law when applying for a building permit is to file Form BP-1.

- ◆ 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

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