

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

Replacement of Manufactured Home

Please read entire packet BEFORE submitting application

Required Documents:

- Cash or Check for \$250 (residential fee) payable to: Town of Dover
(add 200% penalty if project has been started)
- Copy of Board of Health Approval letter if increasing the amount of bedrooms
(a SAN 34 will then be sent to the Department of Health)
- 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 manufactured home specs showing exact size, layout and HUD approval
- Copy of installers NYS Certification
- Survey or drawing of property showing existing manufactured home and proposed manufactured home with distances to property lines and other structures. (please list the year of the manufactured home that is to be removed)

PLEASE NOTE: Any replacement of a manufactured home will require a foundation or slab
(see attached)

Required Inspections:

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

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

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)

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

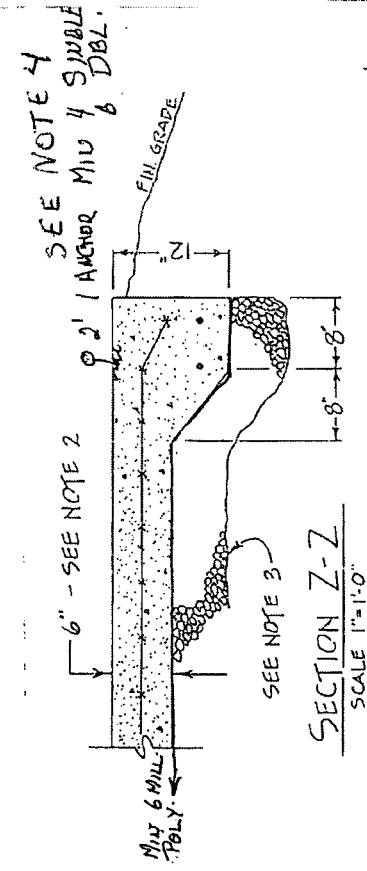
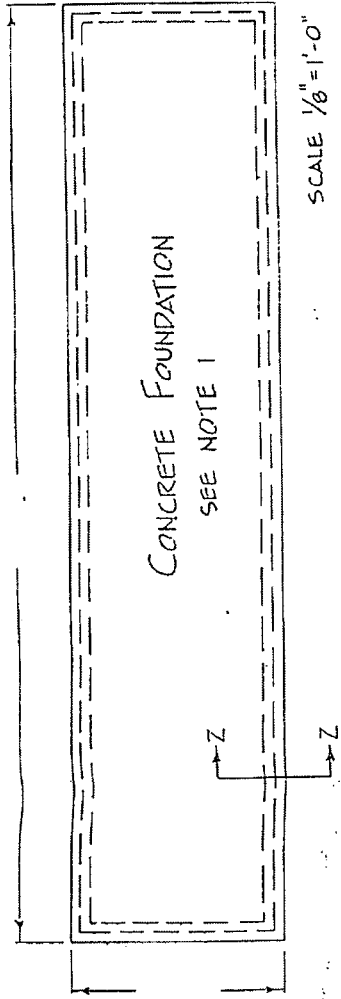
NYS Department of Environmental Conservation (DEC)

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

NYS Department of State

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

Mobile Home Foundation Plan



NOTES:

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

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

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**

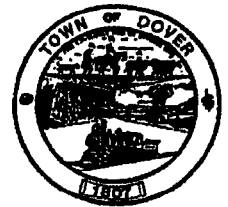
800-962-7962
www.digsafelynewyork.com



What You Should Know Before Getting In Too Deep



TOWN OF DOVER



BUILDING & ZONING DEPARTMENT

126 East Duncan Hill Road
Dover Plains, NY 12522

(845) 832-6689
(845) 832-0370 fax

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.

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

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		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	