

TOWN OF FALLSBURG CODE ENFORCEMENT OFFICE

5250 Main Street
South Fallsburg, NY 12779
845-434-8811 Phone
845-434-5883 Fax

ACCESSORY STRUCTURE PERMIT APPLICATION

Permit # _____ SBL _____ Submittal Date _____

Owners Name _____ Phone# _____

Physical Address of Accessory Structure _____

Size _____ X _____ Height _____ Electric Y / N Plumbing Y / N

Estimated cost of structure \$ _____

Type of Foundation / Base _____

Primary Use of Structure _____

Contractor/Manufacturer _____ Phone _____

Installers Insurance Info: _____ Expiration Date _____

Name of Electrician _____ Phone # _____

Elec. Inspection Agency _____ Phone # _____

Accessory Structure Zoning And Building Code Guideline Requirements.

Accessory structures over 576 Sq. ft. must be a minimum of 30 ft. from side and rear lot lines.

Accessory structures less than 576 sq. ft. must be a minimum of 10 ft. from side and rear lot lines.

No structure shall extend further to the front lot line than the primary dwelling.

Accessory structures shall be a minimum of 10 ft. from the primary dwelling or fire protected.

Heated or air conditioned structures are subject to requirements of current energy code.

Swimming pools shall not be installed in required front yards and must be a minimum of 10 ft. from side lot lines and 20 ft. from rear lot lines. A pool alarm, 48" barrier and a GFI protected electric circuit for pool pump is required.

Signature of Applicant _____

By signing this document you are stating that you have read and understand the accessory structure and building code guideline requirements above.

Fee Amount \$ _____ Check # _____ Date Approved _____

A survey or detailed plot plan must be submitted depicting the placement of the structure. You may use the back of this document for a plot plan where lot lines are *not in question*.

Attention Building Permit Applicant

This Checklist Must be Submitted Along With Your Completed Application.

Write N/A where not applicable

1. I have read the instructions on the front of the permit application. _____
2. I have submitted a plot plan showing the lot and building on the premises. _____
3. I have submitted legible detailed plans as per the instructions on the permit. _____
4. I understand the work may not be started until a permit is issued. _____
5. I understand that all electrical work must be independently inspected. _____
6. I understand that not displaying the permit placard is a \$50.00 fine. _____
7. I understand that a Workman's Comp. exemption # or policy must be submitted. _____
8. I understand that const. debris must not be left outside during const. _____
9. I understand that a minimum of 24 hours is required for inspections. _____
10. I understand that any change requires updating the permit. _____
11. I understand that it is illegal to occupy or use without a C/O. _____
A fine of \$1,500 per day for occupying without a C/O
12. I understand that a C/O must be issued prior to occupancy of use. _____
13. I understand that a 911 number must be installed at the property. _____
14. I have given a copy of this checklist to my contractor. _____

By signing below I am stating that I have read and agree to the statements above and the dwelling, structure, fuel burning device, etc. will not be used or occupied until the issuance of a Certificate of Occupant by the building department.

Signature of applicant: _____ Date: _____

While not a requirement for a building permit, it is strongly suggested that final payment to contractors be subject to the issuance of a C/O.

Suitable Containers Required for Garbage

- All commercial or residential construction sites, whether a building permit is required or not, shall have suitable containers on site at all times to accommodate any and all construction related debris
- Containers are to be covered each day and night when not in use.
- Storage of construction related debris may be inside the building.
- Construction debris must be properly disposed of at the landfill at the end of the construction project. All landfill receipts must be made available upon request of the Code Enforcement Officer and must be submitted to the Code Enforcement Office prior to issuance of a certificate of occupancy.
- No outside storage of construction or project related debris shall be permitted to accumulate, and all outside areas of the work site must remain free of debris, trash and garbage and must be cleaned regularly to ensure compliance.
- In the event of noncompliance with the provisions of this article, a stop work order shall be posted on the property and all project related activities shall cease until the Code Enforcement Officer has inspected the property and compliance is verified. A stop work order shall encompass the whole of the job site that is deemed in violation.

I have read the above stated code section regarding construction debris and storage and fully understand that outside storage of const. debris is prohibited and a stop work order for the entire const. project may be imposed for violation of the code section. I do hereby agree to provide suitable const. debris storage as required by this code section and to keep the job site clean at all times.

Signature: _____ Date: _____

Title: _____

Code Enforcement and DPW Permit Tracking Form
Required DPW Permits must be obtained prior to Issuance of Building Permits

Code Enforcement Use: Date: _____
Name: _____
Address of Work: _____
Section: _____ Block: _____ Lot: _____

Description of work being done: _____

Will NEW construction involve underground water or sewer connections? No or Yes - Water Sewer

Site Plan:

DPW Office Use

Existing I & I Violation: Yes No

Check Boxes for Required Permits: Water Sewer Road Cut

If no DPW Permits are required, a CO can be issued at the discretion of the Code Enforcement Office

Comments: _____

Completed DPW Connection Inspection Sign — Off (required prior to CO Issuance)

Water _____ Approved By: _____ Date: _____

Sewer _____ Approved By: _____ Date: _____

Road Cut _____ Approved By: _____ Date: _____

OWNER PROXY

THIS FORM MUST BE FILLED OUT IF YOU ARE GIVING SOMEONE ELSE PERMISSION TO ACT ONYDUR BEHALF
DURING CONSTRUCTION

(Owner) _____deposes and states that he/she resides at

And that he/she is the owner of the premises described in the attached application for a building permit/zoning application/planning board application and further states that he/she has authorizes _____ to make said application, secure any necessary permits and approvals, call for inspections, and request a certificate of occupancy upon satisfactory completion of the work described in said application.

Date: _____

Owners Signature

Witness' Signature

H.O.A Building Permit Permission Form

I, [board member] _____
have received a request from, [applicant] _____
The owner of unit # _____ SBL#: _____
located at [property name] _____
for a [property name] _____
Having reviewed the applicants request the association has decided to:

Check Box:
Approve [] with the following conditions _____

Denied [] _____

I assert that I am a board member of the homeowners association and this matter has been discussed with other board members and this is the decision of the majority of the board.

Signed: _____ Title: _____

Print Name: _____

Phone Number: _____ Date: _____

Attention!

The Code Enforcement Office must be made aware when new board members are elected or replaced. The names, phone numbers and Mailing addresses of all board members should be updated regularly in the event of an emergency and to prevents any confusion or delays in the permit process. Please add a copy of this required information on a separate sheet along with this form to avoid delays in the permit process.

SULLIVAN COUNTY BOARD OF ELECTRICAL LICENSING

STATEMENT

Re: Local Law No.2 of 1990 entitled "The Electrical Licensing Law of Sullivan County"

I hereby state under penalties of perjury that I own and occupy the premises located at:

Recently, electrical work was done at said premises, in which electrical work was installed, maintained and/or replaced by myself, the homeowner or the property described above.

Description of Type of Electrical Work:

Dated: _____

Note: False statements made herein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the Penal Law.

X _____
Homeowner Signature

Print Name

Print Address

ELECTRICAL CONTRACTORS VERIFICATION FORM

Electrical Contractor's Name: _____

Electrician's License #: _____

Property Owner: _____

Property Address —Street: _____

Hamlet: _____

Signature of Electrical Contractor: _____

Date: _____

No walls are to be covered until this form is returned to the Building Department and they have verification that the electrical contractor mentioned above is performing said work.

Job: _____

TAX MAP#: _____

Return this form signed by a Sullivan County Licensed Electrician

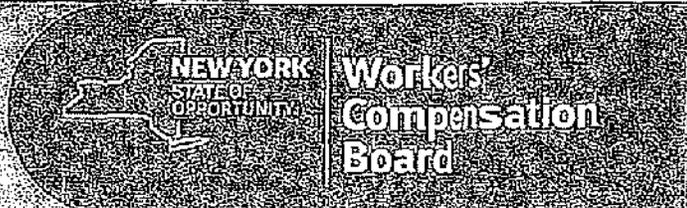
ELECTRICAL INSPECTORS

ERNEST BELLO Electrical Underwriters	845-569-1759
ARMOND MURAD NY Electrical Inspectors	845-586-2424
RON HENRY Commonwealth Electrical Inspection Agency	845-562-8429
SWANSON CONSULTING INC.	845-496-4443
John Taylor Electrical Underwriters	845-569-1759
DAVID SMITH The Inspector, LLC	518-481-5300
JOHN WIERL NY Electrical Inspections & Consulting, LLC	845-343-6934
FRANK SCHMAUS SWITCH-ON ELECTRIC	845-733-4926 845-800-6909

October 11, 2018



Certificate of Attestation of Exemption (CE-200)



While New York Business Express is designed and developed to support business formation in New York, individual homeowners can file their exemption here as well!

Follow these steps

1. Go to businessexpress.ny.gov.
2. Select Log in/Register in the top right-hand corner.
A [NY.gov](http://ny.gov) Business account is required, even though you are an individual.
3. If you do not have a [NY.gov](http://ny.gov) business account, go to step 4 to set up your account.
If you have a [NY.gov](http://ny.gov) login and password, go to step 14.
4. Select Register with [NY.gov](http://ny.gov) under New Users.
5. Select Proceed.
6. Enter the following:
First and last name
Email
Confirm email
Preferred username
(check if username is available)
7. Select I'm not a robot.
You may have to complete a Captcha verification before proceeding.
8. Select Create Account.
If you already have a [NY.gov](http://ny.gov) account, the screen will display your existing accounts, either Individual or Business.
8. (Continued)
Do one of the following:
If the account(s) shown is a [NY.gov](http://ny.gov) Individual account, select Continue.
If the account(s) shown is a [NY.gov](http://ny.gov) Business account, select Email Me the Username(s).
9. Verify that the account information is correct.
Select Continue.
10. An activation email will be sent.
If you do not receive an email, see the No Email Received During Account Creation page.
11. Open your activation email and choose Select Here.
Specify three security questions. .
Select Continue.
12. Create a password (must contain at least eight characters).
13. Select Set Password. You have successfully activated your [NY.gov](http://ny.gov) ID.
14. Select Go to MyNy:
At the top of the screen, select Services.
Select Business.
Select New York Business Express.
Select Log in/Register.

Continued on page 2

15. On the New York Business Express home page, scroll down to Top Requests:
 - ▣ Select *Certificate of Attestation of Exemption* or
 - ▣ Search Index A-Z for *CE-200*.
16. Under How to Apply:
 - ▣ Select Apply Online as Homeowner.
17. At the Entity Type screen:
 - ▣ Select Individual (Sole Proprietor).
 - ▣ Select Save & Continue.
18. At the Business Identification screen:
 - ▣ Enter your name and Social Security Number.
 - ▣ Select Save & Continue.
19. At the Business Physical Location screen:
 - ▣ Enter your home address.
 - ▣ Select the This is Also my Mailing Address button, if applicable.
20. At the Additional Physical Locations screen:
 - ▣ Select Save & Continue.
21. At the Mailing Address(es) screen, your mailing address will appear.
 - ▣ Select Save & Continue.
22. At the Business Industry Classification screen, - 814110 Private Households for principal NAICS code is the default. No secondary NAICS code necessary.
 - ▣ Select Save & Continue.
23. At the Sole Proprietor/Owner screen, enter the remaining blank fields. Some information has been provided for you.
 - ▣ Validate address.
 - ▣ Select Save & Continue.
24. At the Workers' Compensation and Disability and Paid Family Leave screen, answer these questions:
 - ▣ Do you have New York Workers' Compensation Insurance?
 - ▣ Do you have New York Disability and Paid Family Leave Benefits Insurance?
 - ▣ Select Save & Continue.
25. At the Permit, License, or Contract Information screen:
 - ▣ Select Building, Electrical or Plumbing Permit.
 - ▣ Issuing Agency — Enter the Town, City, or Village Building Department.
 - ▣ Select Save & Continue.
26. At the Workers' Compensation Exemption Reason screen, select the appropriate exemption reason. If Fair Play exemption is selected, an additional screen will display criteria to review. Check the box I understand.
 - ▣ Select Save & Continue.
27. At the Disability and Paid Family Leave Exemption Reason screen, select the appropriate exemption reason.
 - ▣ Select Save & Continue.
28. Review the Application Summary.
29. Attest & Submit.

You will receive an email when your certificate has been issued. To view your certificate:

- ▣ Select Access Recent Activity from your email, or access businessexpress.ny.gov and then access your Dashboard (under your login name on right).
- ▣ Print and sign the *Certificate of Attestation of Exemption*.
- ▣ Submit your *CE-200* for your license, permit or contract to the issuing Agency.

Questions? Call the NYBE Contact Center. (518) 485-5000