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 ________________________ Phone # ______________

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
eelectric 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.
Questionable lot lines must be verified by a licensed surveyor where required by the Code
Enforcement Office PRIOR to permit approval.
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 Occupancy 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:

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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 ON YOUR BEHALF DURING CONSTRUCTION

(Owner) deposition 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 authorities
____________________________________________________________________________________ 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 applicant's 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 prevent 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.
SULLICAN 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.
John Taylor
Electrical Underwriters 845-569-1759

DAVID SMITH
The Inspector, LLC 518-481-5300

JOHN WIELRL
NY Electrical Inspections & Consulting, LLC 845-343-6934

FRANK SCHMAUS
SWITCH-ON ELECTRIC 845-733-4926
845-800-6909

October 11, 2018
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 Business account is required, even though you are an individual.
3. If you do not have a NY.gov business account, go to step 4 to set up your account. If you have a NY.gov login and password, go to step 14.
4. Select Register with 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 account, the screen will display your existing accounts, either individual or Business.
9. (Continued)
   - Do one of the following:
     - If the account(s) shown is a NY.gov individual account, select Continue.
     - If the account(s) shown is a NY.gov business account, select Email Me the Username(s).
10. Verify that the account information is correct. Select Continue.
11. An activation email will be sent. If you do not receive an email, see the No Email Received During Account Creation page.
12. Open your activation email and choose Select Here.
   - Specify three security questions.
   - Select Continue.
13. Create a password (must contain at least eight characters).
14. Select Set Password. You have successfully activated your NY.gov ID.
15. Select Go to MyNy.
   - At the top of the screen, select Services.
   - Select Business.
   - Select New York Business Express.
   - Select Log in/Register.

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15. On the New York Business Express home page, scroll down to Top Requests:
   □ Select Certificate of Attestation of Exemption
   □ 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