

Mollie Messenger
Code Enforcement Officer

TOWN OF FALLSBURG
CODE ENFORCEMENT OFFICE
Member: New York State Building Officials Conference, Inc.



5250 MAIN STREET
SOUTH FALLSBURG
NEW YORK 12779
(845) 434-8811
FAX: (845) 434-5883

DECK APPLICATION

PERMIT # _____ SBL# _____ SUBMITTAL DATE _____
APPLICANT'S NAME _____ PHONE # _____
PHYSICAL ADDRESS OF WORK BEING PERFORMED _____
DIMENSIONS OF DECK _____
CONTRACTOR'S NAME _____ PHONE # _____
CONTRACTOR'S WORKER'S COMP CARRIER _____
WORKER'S COMP POLICY # _____
SIGNATURE OF APPLICANT _____

FEES: DECKS UNDER 350 SQUARE FEET = \$100.00
DECKS OVER 350 SQUARE FEET = \$200.00

Deck Requirements:

Four foot frost protection is the minimum depth requirements for support post.

Spacing of support post shall not exceed 8'.

Fasteners shall be of galvanized or ceramic coated design unless otherwise approved by the Code Official.

Joist hangers are required unless otherwise approved by the Code Official.

Lateral bracing is required for all support post above 3' in height.

36" is the required minimum railing height.

4" is the maximum spacing between spindles.

FEE AMOUNT \$ _____ CHECK# _____ DATE APPROVED _____



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Attention Building Permit Applicants.

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 buildings 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 Workmans 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. _____
12. I understand that a C/O must be issued prior to occupancy or 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.

§ 100-2 Suitable containers required

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.

§ 100-3 Covering containers

Containers are to be covered each day and night when not in use.

§ 100-4 Storage inside buildings

Storage of construction-related debris may be inside the building.

§ 100-5 Availability and submission of landfill receipts

Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

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.

§ 100-6 Outside accumulation of debris prohibited

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.

§ 100-7 Stop-work order for noncompliance

Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

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 this 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.

Signed _____ Date _____

Title _____

CODE ENFORCEMENT & DPW PERMIT TRACKING

REQUIRED DPW PERMITS MUST BE OBTAINED PRIOR TO ISSUANCE OF BUILDING PERMITS

Code Enforcement Use:

Date: _____

Name: _____

Address: _____

Section: _____ Block: _____ Lot: _____

Description of work: _____

Will NEW construction involve underground water/sewer connections: Yes - indicate water ; sewer
 No

Site Plan: _____

DPW Office Use

Existing I&I Violations: Yes No

Check boxes for required permits: Water Sewer Road Cut

If no DPW permits are required, CO can be issued at Code Enforcement's discretion

COMMENTS: _____

Completed DPW Permit Inspection Sign-Off (required prior to CO Issuance)

Water Approved By: _____ Date: _____

Sewer Approved By: _____ Date: _____

Road Cut Approved By: _____ Date: _____

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

OWNERS PROXY

(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 authorized _____ 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



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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 [purpose of request] _____

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.

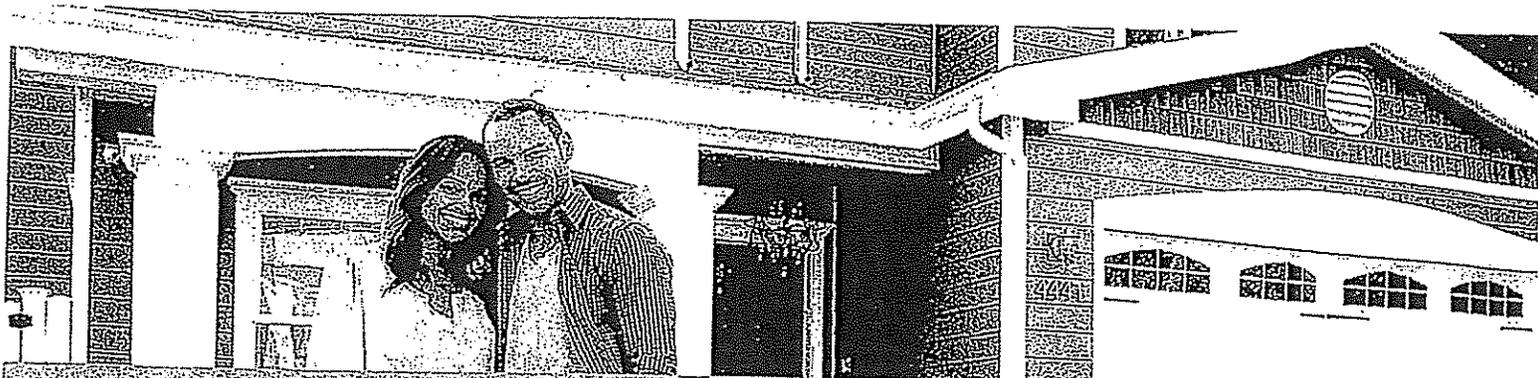
Signed _____ Title _____

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 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.



Certificate of Attestation of Exemption (CE-200)



Workers'
Compensation
Board

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.
8. (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).
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 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.

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Certificate of Attestation of Exemption (CE-200)



Workers
Compensation
Board

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