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Code Enforcement Officer



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

Attention Demo Permit Holder

**STOP WORK NOW!
BEFORE YOU START READ THE
DIRECTIONS BELOW!**

All buildings being demolished in the municipal water and sewer district Must have the water and sewer lines sealed off and inspected by the Sewer Dept prior to demolition start.

Failure to ensure compliance for this mandatory inspection will result in an appearance ticket being issued and you will be required to re-dig the site to confirm compliance.

Sewer Dept. Phone — 845-434-6320

PERMIT FOR BUILDING REMOVAL

BP #: _____ Tax Map #: _____ Date: _____

Physical Address of Building to Be Removed:

Hamlet: _____ Building Type: _____

Where Material Is Being Disposed Of:

Sullivan County Landfill On Site Burial Other _____

How Is It Being Transported Off The Site?

Containers [Company name] _____ Phone # _____

Dump Truck [must be tarped when transporting] Hauler _____

Property Owners Name _____ Phone # _____

Property Owners Address _____

Owners Signature or Dated Proxy Required _____

Demo contractors name: _____

Demo Contractors Address: _____

Demo Contractors Office #: _____ Cell #: _____

**All Demo Permit Applicants Are Required To Have Water/Sewer Dept. Sign
Below Prior To Demolition Or Issuance Of This Permit.**

Authorizing Signature _____ Date _____

Title _____ Conditions _____

**YOU MUST TAKE A PICTURE OF THE BUILDING PRIOR TO THE
REMOVAL**

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

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: 0 Water 0 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: _____



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:
 - ea First and last name
 - la Email
 - o Confirm email
 - is 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:
 - a If the account(s) shown is a [NY.gov](http://ny.gov) Individual account, select Continue.
 - a 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. a 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.
 - a Specify three security questions. .
 - a 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:
 - a At the top of the screen, select Services.
 - a Select Business.
 - a Select New York Business Express.
 - a 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:
 - a Select *Certificate of Attestation of Exemption* or
 - o Search Index A-Z for *CE-200*.
1. Under How to Apply:
is Select Apply Online as Homeowner.
2. At the Entity Type screen:
 - a Select Individual (Sole Proprietor).
 - a Select Save & Continue.
3. At the Business Identification screen:
 - a Enter your name and Social Security Number.
 - a Select Save & Continue.
4. At the Business Physical Location screen:
 - a Enter your home address.
 - a Select the This is Also my Mailing Address button, if applicable.
20. At the Additional Physical Locations screen: a Select Save & Continue.
1. At the Mailing Address(es) screen, your mailing address will appear.
 - a Select Save & Continue.
2. At the Business Industry Classification screen, - 814110 Private Households for principal NAICS code is the default. No secondary NAICS code necessary.
 - a Select Save & Continue.
23. At the Sole Proprietor/Owner screen, enter the remaining blank fields. Some information has been provided for you.
 - Validate address
 - a Select Save & Continue.
1. At the Workers' Compensation and Disability and Paid Family Leave screen, answer these questions:
 - a Do you have New York Workers' Compensation Insurance?
 - a Do you have New York Disability and Paid Family Leave Benefits Insurance?
 - a Select Save & Continue.
2. At the Permit, License, or Contract Information screen:
 - a Select Building, Electrical or Plumbing Permit.
 - a Issuing Agency — Enter the Town, City, or Village Building Department.
 - a 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.
 - a Select Save & Continue.
1. At the Disability and Paid Family Leave Exemption Reason screen, select the appropriate exemption reason.
 - is Select Save & Continue.
2. Review the Application Summary.
3. Attest & Submit.

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

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

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