Town of Fallsburg
CODE ENFORCEMENT OFFICE
5250 Main Street
South Fallsburg, N.Y. 12779
Phone: (845) 434-8811 • Fax: (845) 434-5883

HOME HEATING & DOMESTIC HOT WATER EQUIPMENT PERMIT APPLICATION
This permit application is appropriate for: Wood Stove; Home Heating or Hot Water Furnace-oil or L.P. Hot Water Tanks; Pellet Stove; Outdoor Wood Boiler (OWB); or Fireplace.

Only Checks Or Money Orders Are Acceptable And Must Be Made Payable to the Town of Fallsburg

INSTRUCTIONS:

1. This application must be completely filled in by typewriter or in ink and submitted to the Building Inspector.

2. The work covered by this application may not be commenced before the issuance of Home Heating Equipment Permit.


4. NO BUILDING, STRUCTURE OR EQUIPMENT SHALL BE OCCUPIED OR USED IN WHOLE OR IN PART FOR ANY PURPOSE WHATSOEVER, UNTIL A CERTIFICATE OF OCCUPANCY SHALL HAVE BEEN GRANTED BY THE BUILDING INSPECTOR. Note: The homeowner is ultimately responsible for acquiring the Final Electrical certificate prior to the certificate of occupancy.

5. Upon approval of this application, the Building Inspector will issue a Home Heating Equipment Permit to the applicant. Such permit, approved plans and specifications shall be kept on the premises, available for inspection throughout the progress of the work.

6. APPLICATION IS HEREBY MADE to the Building Inspector for the issuance of a Home Heating Equipment Permit pursuant to the New York Building Construction and Local Ordinances of the Town of Fallsburg for the installation of new, used or replacement home heating equipment, as herein described. The applicant agrees to comply with all the applicable laws, ordinances and regulations.

Name of Applicant (Please Print) ____________________________________________________________________________________________________________________________________________

Mailing Address ____________________________________________________________________________________________________________________________________________

Signature of Applicant ____________________________________________________________________________________________________________________________________________

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

Name of Owner (Please Print) ______________________________ Mailing Address ______________________________

Telephone # ______________________________ (Home #) ______________________________ (Cell #) ______________________________ Date __________

Applicant is (check box indicating which is applicable):

[] Owner  [] Contractor

1. Physical Location where unit is to be installed at the dwelling (check applicable box):  [] INSIDE  [] OUTSIDE

Location – Street Address ______________________________ Tax Map No./SBL ______________________________ Unit No. __________

2. Contractor: ______________________________ Name ______________________________ Mailing Address ______________________________ Phone # __________

3. Licensed Electricians: ______________________________ Electrical Installation Company Name ______________________________ Sullivan County License # ______________________________ Phone # __________

4. Inspection Agency: ______________________________ Company Name ______________________________ Inspector ______________________________ Phone # __________

5. Unit to be installed (check applicable box):  [] NEW  [] USED

Unit - Required Manufactures Specs ______________________________

NOTE: Outdoor Wood Boiler Applicants – Must comply with sec 310– 5.16 of Fallsburg Zoning Code and a plot plan must be submitted. A partial survey may be required as well as when-verifiable lot lines are in question.

6. Application Fee (to be paid by CHECK ONLY upon filing of application): $ ______

7. Signature of CEO issuing permit ______________________________
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 debri and storage and fully understand that outside storage of const. debri 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. debri storage as required by this code section and to keep the job site clean at all times.

Signature: ___________________________ Date: ______________
Title: ___________________________
OWNER PROXY

THIS FORM MUST BE FILLED OUT IF YOU ARE GIVING SOMEONE ELSE PERMISSION TO ACT ON YOUR 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 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 #________________________
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.
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: ____________________
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.  
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
845-600-6909

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
   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.