



## Town of Fallsburg Building Permit Checklist:

(Please **READ** and **CHECK** boxes prior to submission. We will not accept incomplete applications.)

1. I have read the instructions. ☐
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 construction 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 the building department

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use ONLY:

- Owners Proxy (if applicable) ☐
- Home Owners Association (if applicable) ☐
- Blasters Insurance ☐
- Insurance ☐
- Plot plan/ Site plan ☐
- Survey ☐
- Permit Fee \$50 ☐

\*\*\*\* We have the right to refuse incomplete applications \*\*\*\*



*\$50 fee*

## Blasting Permit Application

Permit #: \_\_\_\_\_

SBL#: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Blasting Location/Physical Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Blasters Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Estimated date(s) and time(s) of blasting: \_\_\_\_\_

(Blasting shall occur only between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, excluding weekends and holidays)

By signing below, you acknowledge to make surrounding neighbors and the fire department aware of blasting a least a week prior to blasting.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



TOWN OF FALLSBURG  
CODE ENFORCEMENT OFFICE

**OWNERS PROXY**

\_\_\_\_\_ deposes and states that he/she resides at:

(Owner)

\_\_\_\_\_

(Location where work is being done)

And that he/she is the owner of the premises described in the attached application for a building permit 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.

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_

# Certificate of Attestation of Exemption



**Workers' Compensation Board**

Instructions for obtaining and filing a Certificate of Attestation of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200) through New York Business Express

## Follow these steps:

1. Go to [businessexpress.ny.gov](https://businessexpress.ny.gov).
2. Select **Log in/Register** in the top right-hand corner. A NY.gov Business account is required.
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 log-in and password, go to [step 16](#).
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.
  - 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 select **Click 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**.
15. On the New York Business Express home page, do one of the following:
  - Scroll down to Top Requests and select **Certificate of Attestation of Exemption, or**
  - Search Index A-Z for **CE-200**.
16. Under **How to Apply**:
  - Select **Apply as a Business, or**
  - Select **Apply as a Homeowner** (applies to those obtaining permits to work on their residence).
17. Complete application screens.
18. Review Application Summary.
19. Attest and 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](https://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.