

**TOWN OF PRATTSVILLE, NY.
OFFICE OF CODE ENFORCEMENT**

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Phone 518.299.3125 EXT 4

Building Permit Application

All administrative information and project description information is required prior to processing. Fees are determined afterwards; See our fee schedule for reference. **Work cannot begin without a permit in hand/email.** Permits will not be issued without the fee paid. Final Certificates of Compliance or Occupancy will not be issued until the entire project in the application is finished.

Name of applicant(s): _____ Date of Application _____

Phone number(s): _____ email of applicant(s): _____

Current mailing address of applicant(s): _____

Relation to Property (circle one):

OWNER

CONTRACTOR

PROPERTY MANAGER

OTHER _____

ESTIMATED COST OF PROJECT: _____

Section 1 – Work Site Administrative Data

Address of worksite _____, Prattsville, NY 12468

Tax Map Number: ____-____-____-____ Property Class: Residential Commercial

Section 2 - In accordance with Title 19, Chapter XXXII, Part-1203, Section 1203-3 of the NYS New York Codes, Rules and Regulations, Permits are required for all work except what's listed.

<https://dos.ny.gov/system/files/documents/2021/12/2021-12-10-full-text-of-rule-part-1203.pdf>

➤ Building Permit expires twelve (12) months from date of issuance ➤ **All applications must have TWO complete sets of plans showing proposed construction.** These plans MUST INCLUDE: Description of the nature of the work Materials and equipment used and installed Structural Mechanical Electrical Plumbing *electronic plans are accepted on memory stick or CD in lieu of the paper copies.

The fee that must accompany this permit application and the provisions in the Education Law requiring drawings to bear the seal of a NYS Registered Architect or licensed Professional Engineer are both based on the proposed building size expressed in square feet. To determine square footage, use outside building dimensions and include the areas of habitable basements and all above grade floor levels except non-habitable attics. Do not include area of attached or detached garages or carports.

If the area of the new residential building is greater than 1500 sq. ft. or if the cost of the alteration or addition exceeds \$20,000.00, or if the addition or alteration will have an effect on either structural or public safety, plans submitted must bear the original seal and signature of the NYS licensed Professional Engineer or Registered Architect as provide for in Sections 7307 and 7209 of the New York State Education Law.

Name: _____ RA _____ PE _____

License No. _____ Phone: _____

Work covered by this application has been started or completed: Yes No

➤ **All electrical work must be performed by a NYS Licensed Electrician and inspected by a Greene County approved electrical inspector.** A list of electrical inspectors is available at www.discovergreene.com or at the town hall. Keep in mind there will be at least two inspections with regards to electrical: rough-in and final. ➤ All work shall be performed in accordance with the construction documents submitted and accepted as part of this application. The Code Enforcement Office shall be notified immediately in the event of changes occurring during construction. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged predicated on the extent of the variation from the original plans. ➤ New Construction or Additions must follow the setback rules established in the Town of Prattsville Code, Local Law NO. 3 Of 1985 Section III.

Section 3 – Contractor, Plumber, Electrician Information

***If contractor is the applicant only fill in sections not already accounted for on Page 1 of this application.**

Name of Primary Contractor: _____ Phone Number: _____

Address: _____ Email address: _____

Name of Sub-Contractor: _____ Phone Number: _____

Address: _____ Email address: _____

Name of Sub-Contractor: _____ Phone Number: _____

Address: _____ Email address: _____

***If the Plumber or Electrician are employed by Contractor or Sub-Contractor just write in their name/title**

Name of Plumber: _____ Phone Number: _____

Address: _____ Email address: _____

Name of Electrician: _____ Phone Number: _____

Address: _____ Email address: _____

See section 4 for insurance information requirements.

Subcontractors must also provide proof of insurance, disability, and workman's compensation.

Electricians must provide a copy of NYS Certification.

Plumbers must provide a copy of NYS Certification.

Section 4 – Insurance Information If applicant is Owner of 1, 2, 3, or 4 Family Owner-occupied Residence:

Is the owner performing all the work for this permit application? Yes _____ No _____

Is the owner not compensating the individual performing the work? Yes _____ No _____

Is the owner paying individuals a total of less than 40 hours a week? Yes _____ No _____

If "YES" to one of the above questions, submit Copy of homeowner's policy and Form BP-1 (12/08)

If "NO" to all above questions, or applicant is Business or General Contractor, we require one of the following proofs of workers' compensation and disability insurance (either A, B or C):

A. Affidavit of Exemption (provide copies attached): NY State entities Form CE-200 (12/08)

B. Certificates of Workers' Compensation Insurance and Disability Benefits Insurance: Workers' Comp Form C-105.2 (09/15) OR State Insurance Fund Form U-26.3 AND (Disability) Form DB-120.1 (12/21) OR Form DB-820/829 (09/17)

C. Self-insured or participating in authorized self-insurance plan: Form SI-12 (05/09) OR Form C-105 (01/12) AND Form DB-155 (09/16)

ACORD forms are NOT acceptable proof of NY State workers' compensation or disability insurance coverage!

Section 5 – Scope of Work

Nature of work: (circle one & fill out as necessary)

➤ New Residential Structure Number of Dwellings: ____ ➤ New Commercial Structure Occupancy Load (if Assembly Space): ____

➤ Addition ➤ Repair ➤ Alteration ➤ Relocation

➤ All Other New Structures (decks, pools, detached garages, sheds, etc.) Description _____

Dimensions _____

➤ Change of Occupancy Class from: ____ Change of Occupancy Class to: ____

If a new residential structure, a residential alteration, or addition, specify the total numbers in the structure:

Total Number of Dwelling Units: ____ Number of Kitchens: ____ Number of Bedrooms: ____

Number of Bathrooms: ____

Dimensions of New Construction: Front: _____ Rear: _____ Depth: _____ Height: _____ No of Stories: _____

Sewage Supply

New Septic Existing Municipal

If applicable, attached DEP approval may be required before Building Permit is issued.

Water Supply:

New well Existing well Municipal Water Supply

Flood Plain Information:

The site is or is not within a flood plain. _____ Elevation

The site is or is not in a designated wetland.

Heating Systems: (Check all that apply)

Electric Oil Gas Warm Air Baseboard

Separate Air Conditioning

Wood Wood with alternative backup

This application is hereby made to the Code Enforcement Office for the issuance of a Building Permit pursuant to the Current New York State Uniform Code and New York State Energy Conservation Code for the construction of buildings, additions or alterations, or the installation of swimming pools or other structures and/or equipment as herein described. The applicant has read the requirements prescribed herein and agrees to comply with all applicable laws, ordinances, and regulations. The applicant understands section 175.30 of the NYS Penal Law and attests that the information provided herein is true and accurate.

Signature of Applicant(s): _____

Action of Planning Board: Approve Disapprove

Chairman: _____ Date: _____

Action of Code Enforcement Officer: Approve Disapprove

Code Enforcement Officer: _____ Date: _____

Building Permit Number: _____ Calculated Fee Amount: _____

Fee paid; CASH CHECK # _____