

THIS IS AN APPLICATION FOR A BUILDING PERMIT

1. Read these instructions and carefully complete the application.
2. No building or structure shall be erected, added to or structurally altered or the use changed until a permit has been issued.
3. Return the application to the office with the appropriate fee, signed and notarized (where applicable). A line drawing, or schematic and site plan must accompany the application as required by New York State Building Codes. If the plans require the seal and signature of a New York State registered Architect or Engineer as per the New York State Education Law then two sets of plans must be submitted. Example: septic system, manufactured housing foundation, 1500 square feet or more of residential living space, commercial changes or construction, etc.
4. If a building contractor is listed on the building permit application you must supply proof of workers compensation insurance or an exemption form workers compensation on an approved state form. An Accord form is not acceptable.
5. The application will be reviewed and a permit will be issued after it has been determined to conform to the New York State Building Codes, current Zoning Regulations and any local laws.
6. If you are excavating at the site you must call Dig Safely at 1-800-962-7962 or 811 for an underground utility location. Failure to do so will make you liable for any service disruptions.
7. A precondition for issuance of this permit grants to any authorized official, access for inspection to the site described in this application.
8. Work for which a building permit is in effect shall be inspected for approval, prior to enclosing or covering each stage of construction, including building location, site preparation, excavation, foundation, framing, superstructure, electrical, plumbing, heat and air conditioning. It is the responsibility of the applicant or contractor to call the Code Enforcement Officer, at the Louisville Town Office 315-764-7473 or at home between the hours of 8:00 AM and 7:00 PM, seven days a week, at 315-322-5555. More than one inspection may be necessary. **DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH WORK IS "INTERNAL WORK"**, otherwise work may need to be removed at the applicant's expense to conduct the interior inspection. Close coordination with the Code Enforcement Office will greatly reduce this possibility.
9. A permit may be suspended or revoked if it is determined that the work or use to which it pertains has been misrepresented or falsified in connection with the application for the permit.
10. If a Certificate of Occupancy is required, the structure shall not be occupied until said certificate is issued.
11. A permit issued pursuant to this application shall be prominently displayed on the property or premises to which it pertains.

Thank you for your cooperation!
Anthony McManaman
Louisville Code Officer

Signature of Applicant

Signature of Property Owner

LOUISVILLE BUILDING PERMIT APPLICATION

Office Use Only:

TAX MAP NO. _____ PERMIT NO. _____

FEE PAID _____ BLDG. & CODES APPROVAL _____

Cash _____ Check# _____ Visa/Mastercard _____

Date: _____

Construction

Demolition

Location _____

(GIVE STREET NAME AND NUMBER OR DISTANCE FROM NEAREST CROSSROAD)

Name of Property

Owner/Renter (Lessor): _____

Phone: _____

Address: _____

Cell: _____

Contractor Name: _____

Phone: _____

Address: _____

Cell: _____

Electrical Inspector Name: _____

Phone: _____

Company: _____

Cell: _____

Engineer/Architect Name: _____

Phone: _____

Check Any:

Use Change _____

Demolition _____

Deck _____

New Construction _____

Trailer _____

Septic _____

Addition _____

Utility _____

Building _____

Garage _____

Swimming Pool _____

Repair/Replacement _____

Removal _____

Solid Fuel Burning Appliance _____

Housing _____

Temporary Membrane Structure _____

Alteration _____

Manufactured Housing _____

Modular Home _____

Other _____

Material Cost: _____ Square Feet: _____

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SOME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK OR USE WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW.

Signature of Applicant

Signature of Property Owner

LOUISVILLE Building Permit Application..... Continued

Under each classification please circle all that apply to your proposed construction. Existing conditions are not required to be circled. However, please indicate HEATING on all applications.

CONSTRUCTION

Block ___
Frame ___
Brick ___
Tile ___
Steel Frame ___
Other _____

WALLS

2 x 4 ___
2 x 6 ___
Metal ___
Other _____

INSULATION

Foundation R- ___
Floors R- ___
Walls R- ___
Ceiling R- ___

HEATING

Solid Fuel ___
Gas Furnace ___
Oil Furnace ___
Electric ___
Hydronic ___
Fire Place ___

EXTERIOR

Vinyl Siding ___
Wood Siding ___
Stucco ___
Brick ___
Posts ___
Other _____

PLUMBING

Town Water ___
Well ___
Septic System ___
Copper ___
Pex ___

ROOF COVERING

Shingles ___
Slate ___
Tile ___
Gravel ___
Tin/Metal ___
Other _____

BASEMENT

Finished ___
Unfinished ___

FOUNDATION

Stone ___
Concrete ___
Brick ___
Wood ___
ICF ___
Other _____

FOUNDATION

Pier ___
Crawl Space ___
Full ___
Partial ___
Slab ___

POOL/HOT TUB

In-Ground ___
Above Ground ___
Hot Tub ___
Other _____

MISCELLANEOUS

Utility Building ___
Chimney ___
Tent ___
Enclosed Porch ___
Deck ___
Garage-Size _____

MANUFACTURED HOME COMPANY INFORMATION REQUIRED

Company Name: _____ Phone: _____
Address: _____

NYS Certification Number: _____

Description of Project: _____

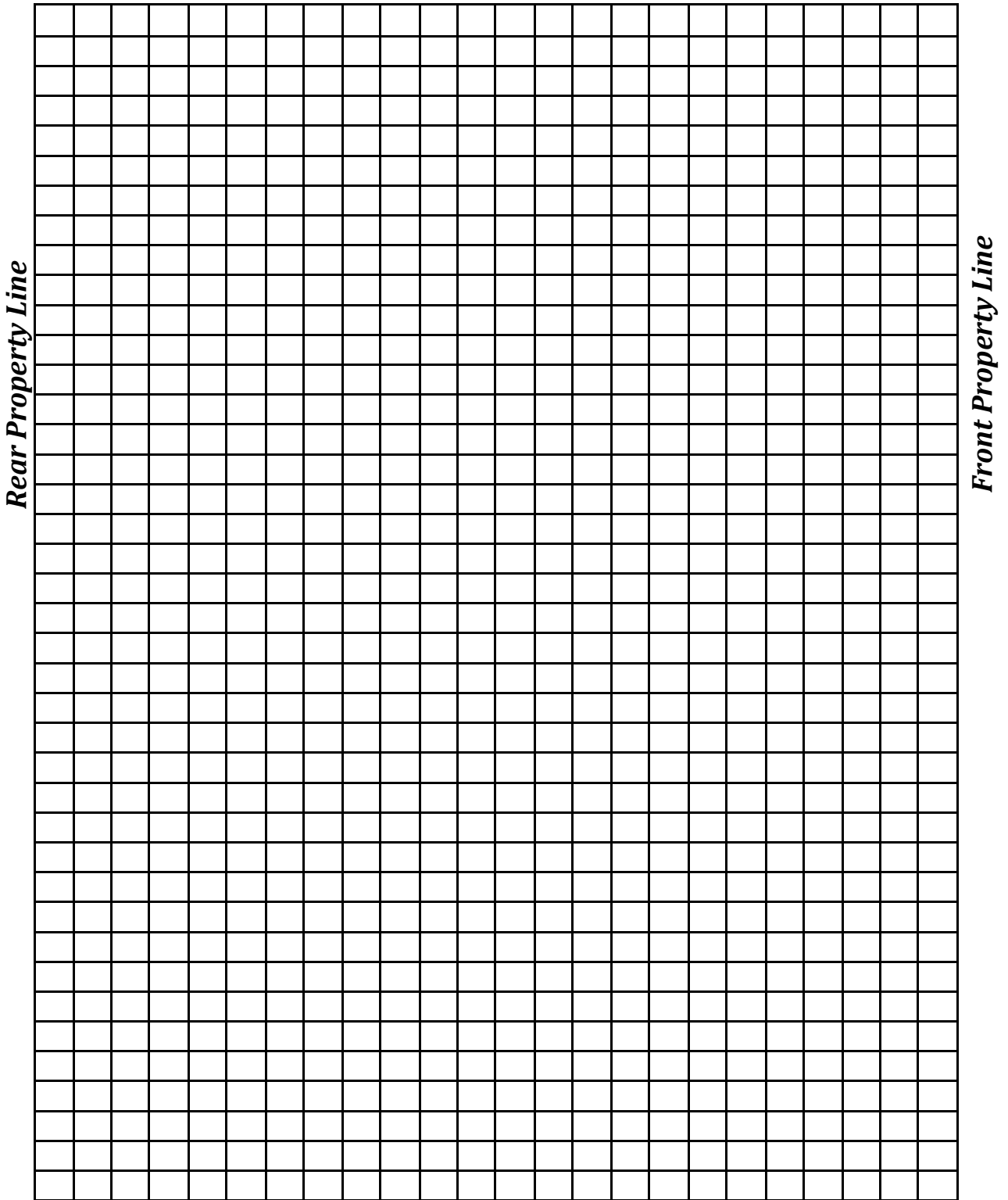
Please state number of rooms found in the CONSTRUCTION and on which story each room can be found.

Living Rooms: _____ Office: _____ Bedrooms: _____ Kitchen: _____
Bathrooms: _____ Dining rooms: _____ Toilet Rooms: _____ Other: _____

PLOT PLAN

Show all existing and proposed structures. Indicate the setbacks of all structures and buildings from all property lines.

Side Property Line



Side Property Line

1 Square = _____ feet

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

*****This form cannot be used to waive the workers' compensation rights or obligations of any party.*****

Under penalty of perjury, I certify that I am the owner of the 1, 2, 3 or 4 family, **owner -occupied** residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- ... I am performing all the work for which the building permit was issued.
- ... I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- ... I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- ◆ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit , or if appropriate, file a CE-200 exemption form; OR
- ◆ have the general contractor, performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

(Signature of Homeowner)

(Date Signed)

(Homeowner's Name Printed)

Home Telephone Number _____

Property Address that requires the building permit:

<p><i>Sworn to before me this _____ day of _____, _____.</i></p> <p>_____ <i>(County Clerk or Notary Public)</i></p>
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Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.

LAWS OF NEW YORK, 1998
CHAPTER 439

The **general municipal law is amended by adding a new section 125** to read as follows:

125. ISSUANCE OF BUILDING PERMITS. NO CITY, TOWN OR VILLAGE SHALL ISSUE A BUILDING PERMIT WITHOUT OBTAINING FROM THE PERMIT APPLICANT EITHER:

1. PROOF DULY SUBSCRIBED THAT WORKERS' COMPENSATION INSURANCE AND DISABILITY BENEFITS COVERAGE ISSUED BY AN INSURANCE CARRIER IN A FORM SATISFACTORY TO THE CHAIR OF THE WORKERS' COMPENSATION BOARD AS PROVIDED FOR IN SECTION FIFTY-SEVEN OF THE WORKERS' COMPENSATION LAW IS EFFECTIVE; OR

2. AN AFFIDAVIT THAT SUCH PERMIT APPLICANT HAS NOT ENGAGED AN EMPLOYER OR ANY EMPLOYEES AS THOSE TERMS ARE DEFINED IN SECTION TWO OF THE WORKERS' COMPENSATION LAW TO PERFORM WORK RELATING TO SUCH BUILDING PERMIT.

Implementing Section 125 of the General Municipal Law

1. General Contractors -- Business Owners and Certain Homeowners

For **businesses and certain homeowners listed as the general contractors on building permits**, proof that they are in compliance with Section 57 of the Workers' Compensation Law (WCL) is **ONE** of the following forms that indicate that they are:

- ◆ insured (C-105.2 or U-26.3),
- ◆ self-insured (SI-12), or
- ◆ are exempt (CE-200),

under the mandatory coverage provisions of the WCL. Any residence that is not a **1, 2, 3 or 4 Family, Owner-occupied Residence** is considered a business (income or potential income property) and must prove compliance by filing one of the above forms.

2. Owner-occupied Residences

For homeowners of a **1, 2, 3 or 4 Family, Owner-occupied Residence**, proof of their exemption from the mandatory coverage provisions of the Workers' Compensation Law when applying for a building permit is to file form BP-1 (12/08).

- ◆ Form BP-1 shall be filed if the homeowner of a **1, 2, 3 or 4 Family, Owner-occupied Residence** is listed as the general contractor on the building permit, and the homeowner:
 - ◇ is performing all the work for which the building permit was issued him/herself,
 - ◇ is not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping the homeowner perform such work, or
 - ◇ has a homeowner's insurance policy that is currently in effect and covers the property for which the building permit was issued AND the homeowner is hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued.
- ◆ If the homeowner of a **1, 2, 3 or 4 Family, Owner-occupied Residence** is hiring or paying individuals a total of **40 hours or MORE** in any week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued, then the homeowner may not file the "Affidavit of Exemption" form, BP-1(12/08), but shall either:
 - ◇ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit (the C-105.2 or U-26.3 form), OR
 - ◇ have the general contractor, (performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit) provide appropriate proof of workers' compensation coverage, or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit.