

Town of Conklin

BUILDING PERMIT APPLICATION

P.O. Box 182
Conklin, NY 13748

OFFICE USE ONLY

Start Date: _____
Expected
Finish Date: _____

(607) 775-3456

Permit # _____
Fee: _____
Site Plan: Yes / No
Flood Plain: Yes / No
Variance: Yes / No

1. Owner's Name: _____ phone (H) () _____

Address: _____ (w) () _____

2. Contractor's Name: _____ phone () _____

Address: _____ cell () _____

3. Tax Map # _____

4. Type of Construction: _____ Cost of Project \$ _____

5. Size of Structure: _____ Square Feet _____
Length width height

6. Was property purchased / transferred in the last 12 months? Yes / No

If YES: Previous Owner's Name _____ Date of transfer _____

7. Is property to be split off from larger parcel? Yes / No

8. Site Plan: Provide sketch of your lot, existing buildings, and proposed construction.

Show distances from Front, Rear and Side property lines and the distance between each structure.

The building inspector MUST be notified for inspections according to the inspection sheet.

Permit must be renewed after 180 days if no inspection is made during this period and if construction continues for more than one year. All construction debris and garbage must be removed and disposed of. No dumping within the Town of Conklin.

APPLICANT _____ Date: _____

OFFICIAL: _____ Date: _____

INSPECTION DATES/INITIALS

OFFICE USE ONLY

Footer: _____

Foundation _____

Framing _____

Insulation _____

Electrical _____

Plumbing _____

Certificate of Occupancy / Compliance issued _____

MANUFACTURED/MOBILE HOME PERMIT APPLICATION

OWNER INFORMATION

Name: _____
Location of Installation: _____

MANUFACTURED OR MOBILE HOME

Manufacturer: _____ NYS cert# _____
Model Number: _____
New Home or Relocation: _____
Installation Manual Available: _____

RETAIL INFORMATION

Name: _____
Address: _____
Phone: _____

INSTALLER INFORMATION

Name: _____
Address: _____
Phone: _____

STRUCTURAL INSTALLATION SYSTEM DESIGN

Method of Support Design (X)

Manufacturer's guide _____ Engineered System _____ Reference Standard _____

Type of Support (X)

Concrete Slab _____ Piers _____ Concrete footer _____ Foundation _____

Town of Conklin

How To Draw A Plot Plan

A “plot plan” is an accurate drawing or map of your property that shows the size and configuration of your property and precise location of all man-made structures (i.e. buildings, walls, driveways, walks, fences, etc.) and all bodies of water and water channels (ponds, streams, swales, etc.)

A plot plan should show what currently exists on your property and what is being proposed.

Plot plans are required to accompany most applications submitted to the Town of Conklin Code Department. The rare occasion when one would not be required might be for a residential alteration permit, where no exterior changes are being proposed.

A plot plan is also very helpful to have when you have questions about what you can and cannot do with your property. It will help to see specific and unique conditions of your site; it will allow for you to receive more reliable, rather than general, information about your site. This is particularly important when you are applying for a zoning or building permit.

What Should A plot Plan Show?

Name and address of the property owner.

The address and Broome County Tax Parcel number of the property.

The location and dimensions of all parking and driveway areas.

The location and name of all adjacent streets

Any and all bodies of water including ponds, basins, lakes, streams, and or stormwater swales etc.

(Plan should indicate the presence of any bodies of water with 125’ of your property, as well as those internal to your property).

Any easements that cross the property, or other pertinent legal information.

The property lines and their dimensions, and the property’s total acreage.

Dimensions showing how far all existing structures are from at least two adjacent property lines.

When measuring from a street line, it is important that you indicate where your dimension are from (i.e. “center of road”, “edge of paving”, “edge of right of way”, etc.)

Identification and location of exactly what work is being proposed.

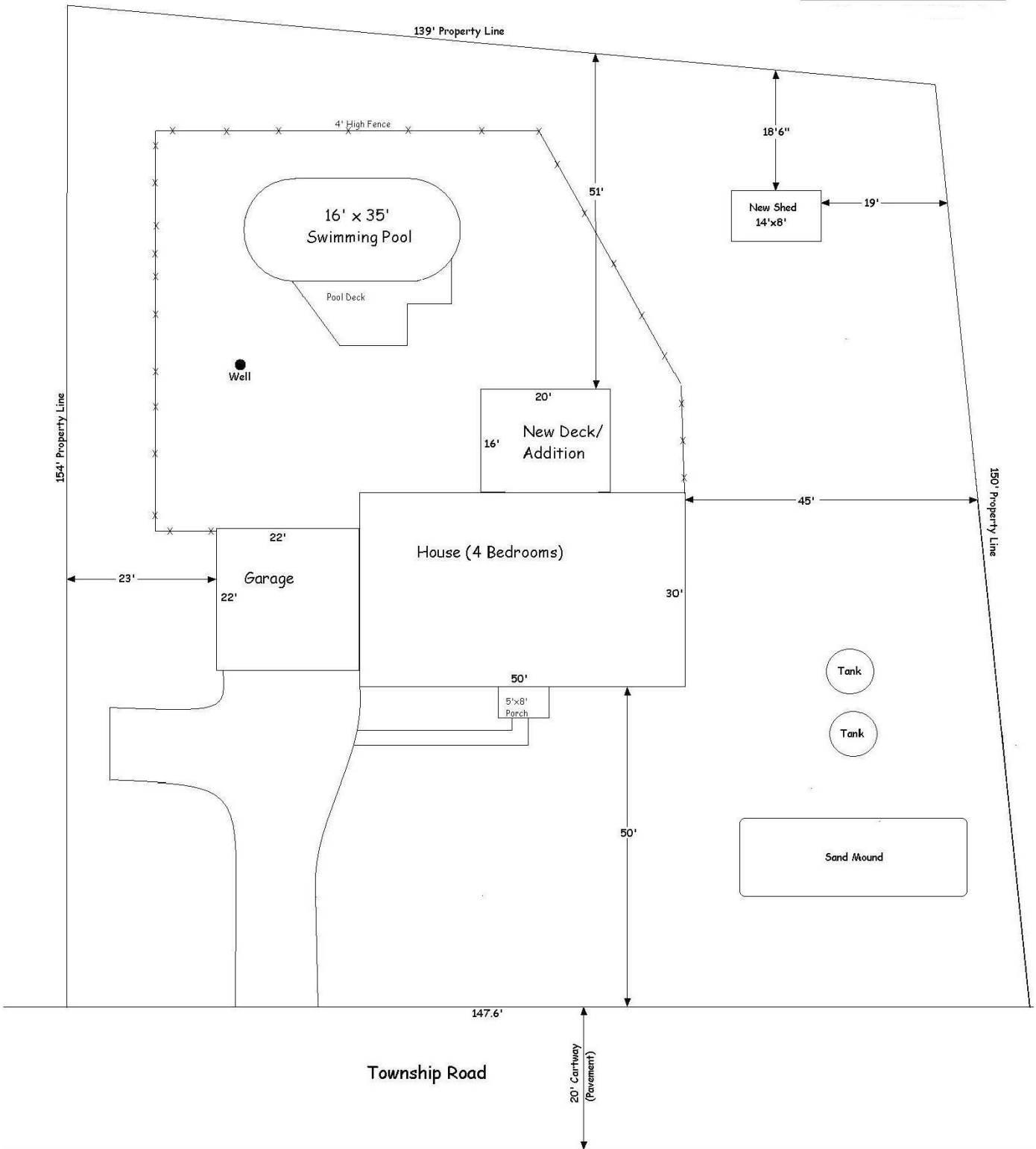
In reviewing your application or plot plan, there is the possibility that the code officer may ask you for more detailed, specific or additional information.

There may be occasions when you will be required to have your plan prepared by a surveyor or professional engineer.

It is important to be as accurate and complete as possible. Building Permits issued and approved based upon incorrect or incomplete information may be revoked.

See Attached Sample Plot Plan.

SAMPLE PLOT PLAN



Plot Plan For 2320 Township Rd.

.52 Acres Owner: Joe Smith

Tax Parcel Number: 15-063-018

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.