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DEPARTMENT OF CODE  
ENFORCEMENT

Municipal Building  
24 Main St  
Hoosick Falls, NY 12090

Permit No. \_\_\_\_\_

## BUILDING PERMIT APPLICATION

**APPLICATION IS HEREBY MADE** to the Building Department for the issuance of a Building Permit pursuant to the NYS Uniform Fire Prevention and Building Code for the construction of buildings, additions, or alterations, or for the removal or demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on this application which are a part of these requirements, and also will allow inspectors to enter the premises for the required inspections.

### Note- Read Notices, Application Instructions & Complete All of the Following

Address of Site: \_\_\_\_\_ Tax Map Number: \_\_\_\_\_

Applicant's name, address, and phone number: \_\_\_\_\_  
\_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Owner's name, address and phone number: \_\_\_\_\_  
\_\_\_\_\_

If owner is a Corporation, give name & title of two officers: \_\_\_\_\_

General Contractor's name, address, and phone number: \_\_\_\_\_  
\_\_\_\_\_

Additional Contractor's such as Masonry, Electrical, Plumber: \_\_\_\_\_  
\_\_\_\_\_

### NATURE OF PROPOSED WORK

- Construction of New Building     Addition to Building  
 Alterations of Building         Demolition of Building  
 Change in Occupancy  
 Other Work (Describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### OCCUPANCY

- One Family Dwelling             Two-family Dwelling  
 \_\_\_\_\_ Unit-Multiple Dwelling  
 Non-residential building  
 \_\_\_\_\_ car attached garage  
 Other \_\_\_\_\_

### Accessory Building

- One-car detached garage         Private storage building  
 Two-car detached garage         Commercial  
 Other \_\_\_\_\_

**INSURANCE INFORMATION REQUIRED - See Attached**

Owner Occupied Residence Must File Form \_\_\_\_BP-1 Attached

If General Contractor is Used Please Provide:

General Contractor's Name \_\_\_\_\_

And Address \_\_\_\_\_

General Contractor's must prove compliance with Section 57 of the Workers Compensation Law by producing one of the following:  
\_\_C-105.2, \_\_C-105.1, \_\_U-26.3, \_\_SI-12, or \_\_From Insurance Carrier

General Contractor's General Liability Carrier:

Policy # \_\_\_\_\_ Exp Date \_\_\_\_\_

General Contractors FED ID# \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Date Application Received** \_\_\_\_\_

**Date Examined** \_\_\_\_\_

**Reviewed By** \_\_\_\_\_

**Approved**                       **Rejected**

**Total Fee Due, Including App. Fee** \_\_\_\_\_

**NOTES:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IMPROTANT NOTICES**

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Office and must conform to the New York State Uniform Fire Prevention and Building Code, the current Village of Hoosick Falls Laws and all other applicable codes, rules and regulations.
2. It is the owner's responsibility to contact the Code Enforcement Office at 686-7072 x110 during normal business hours, at least 24 hours before the owner wishes to have the inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will eventually be covered from visual inspection by additional work (i.e. electrical later to be covered by a wall) **DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED.** Failure to comply may require completed work to be removed at the owner or contractors expense to conduct the interior inspection. Close coordination with the Code Enforcement Officer will greatly reduce this problem from occurring.
3. Owner hereby agrees to allow the Code Enforcement Office to inspect the sufficiency of the work being completed pursuant to this permit. Such inspection(s) is (are) limited to the work being conducted pursuant to this permit and any other non work related violations which are readily discernable from such inspection(s).
4. New York State law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. No Permit will be issued without valid Worker's Compensation and Disability Insurance certificates attached to this application or on file with the Bureau of Fire Prevention and Inspection Services. If the contractor believes he/she is exempt from the requirements to provide Worker's Compensation and/or Disability Benefits, the contractor must complete form CE-200. This form and additional information can be found at [www.wcb.ny.gov](http://www.wcb.ny.gov) .
5. If a Certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued.
6. Work undertaken pursuant to this permit is conditioned upon, and subject to any State and Federal Regulations relating to Asbestos Material.
7. This Permit does not include any privilege of encroachment in, over, or under the street nearest to the work being conducted.
8. The Building Permit Card Must be displayed so as to be visible from the street nearest to the site of the work being conducted.

## APPLICATION INSTRUCTIONS

1. Print in Ink
2. Fill form out completely, give complete, accurate description of work to be completed with an accurate total cost estimate of project.
3. Be sure to sign & date the application
4. Enclose a check with the proper fee. Please make checks payable to the Village of Hoosick Falls.
5. When application is for installing a **Pool**:
  - The applicant must provide us with a Site Plan to show the location of the pool on the property paying attention to set back requirements.
  - If a deck is proposed at the pool, it must be shown on site plan and two sets of detailed drawings are required showing; piers, framing materials, steps, ect.
6. When the application is for installing a **Shed, Deck or Gazebo**:
  - The applicant must provide us with a Site Plan to show the location of the structure on the property in relationship to the existing structures and property lines.
  - The applicant must provide 2 (two) sets of detailed drawings showing; Piers, Framing materials, steps, ect. Drawings must be to scale and drawn with a straight edge.
  - If the construction is prefabricated, the manufacture's literature is required.
7. When the application is for building an **Addition**:
  - The applicant must provide us with a Site Plan to show the location of the structure on the property in relationship to the existing structures and property lines.
  - The applicant must provide 2 (two) sets of detailed drawings showing; Footings, foundations, framing, insulation, plumbing, heating, window schedule, roofing, interior & exterior finish, ect.
  - A Floor Plan, elevation, and cross section drawing is required for proposed construction along with an Existing Floor Plan of rooms adjacent to the proposed construction. Drawings must be to scale and drawn with a straight edge.
  - If the estimated construction is more than \$20,000, or any second story addition, or structural work, Drawings must be wet stamped by a professional Engineer or Registered Architect.
8. When the application is for building a **Residence**:
  - The application must provide a Proposed Site Plan showing dimensions of dwelling to all property lines.
  - If new Residence is more than 1,500 square feet the applicant must provide 2 (two) sets of detailed drawings wet stamped by a professional Engineer or Registered Architect.
9. When the application is for installing a **Woodstove or Fireplace**:
  - The applicant must provide us with manufacturer's literature (on unit and chimney) to determine if it has New York State approval.
  - The applicant needs to provide a Floor Plan to show where the installation is proposed.
10. All **Electrical Inspections** are to be performed by others such as, NYS Underwriters, New York Atlantic-Inland Inc., The Inspector, Commonwealth Electrical Inspection Services, ect.
11. When application is for **Privacy Fence**:
  - Application for any fence over 4 feet tall has to be referred to the Village Zoning Board.

I \_\_\_\_\_ the above-named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm under the penalty of perjury that any statements made by me on this application are true.

Signature \_\_\_\_\_

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

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.

# 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.



Municipal Building  
24 Main Street  
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## BUILDING PERMIT FEES

### New Construction Residential

#### 1 & 2 Family Dwellings

Less than 1000 sq. ft. ....	\$100
1000 sq. ft. up to 1499 sq. ft. ....	\$125
1500 sq. ft. up to 1999 sq. ft. ....	\$150
2000 sq. ft. and over .....	\$200

#### New Construction – Multiple Dwellings

Up to 3000 sq. ft. ....	\$300
Next 2000 sq. ft. (each 100 sq. ft.).....	\$5
For each 100sq. ft. over 5000 sq. ft. ....	\$3

#### Garage (Attached, Under, Separate) & Storage and/or Accessory Structures

Up to 675 sq. ft. ....	\$50
Over 675 sq. ft. ....	\$75

#### Additions to 1 & 2 Family Structures

250 sq. ft. or less .....	\$50
251 sq. ft. up to 999 sq. ft. ....	\$100
1000 sq. ft. up to 1499 sq. ft. ....	\$125
1500 sq. ft. up to 1999 sq. ft. ....	\$150
2000 sq. ft. and over .....	\$200

#### Repairs, Alterations, Conversions

Est. cost \$499 or less .....	\$25
\$500 up to \$1999 .....	\$75
Over \$2000 (for each \$1000).....	\$2

### New Construction Non-Residential

Up to 1000 sq. ft. of floor area.....	\$150
Additional area (each 1000 sq. ft.).....	\$5

#### Building Fire-prevention Inspection

Public building (if required) 1 <sup>st</sup> yr.....	\$25
Public/private bldg. (as requested) .....	\$50

#### Certificate Fees

Certificate of Occupancy Insp. ....	\$25
Certificate of Compliance.....	\$10
Each re-inspection (as needed).....	\$25

#### Re-inspection of Required Const.

Stage: .....	\$25
1. Repeat 2 <sup>nd</sup> inspection not approved	
2. Scheduled insp. cancelled < 48 hrs.	

**Above Ground Swimming Pool** ..... \$35

**In-ground Swimming Pool**..... \$70

**Demolition** ..... \$35

**Heating, Chimney, Woodstove** ..... \$35

**Renewal of building permit**..... \$25

Use this page for proposed project drawings.