

TOWN OF CONQUEST

Office of Code Enforcement
1289 Fuller Road Port Byron, NY 13140
Office #315-776-6064
Cell#315-374-3631

PERMIT APPLICATION INSTRUCTIONS

This package contains the necessary forms required to apply for a building permit in the Town of Conquest. All documents must be filled out in their entirety. Any section that does not pertain to your specific request should be marked N/A. Forms requiring signatures must have an original signature affixed to be considered.

- a) No person, firm, corporation, association, or other organization shall commence the erection, construction, enlargement, alteration, improvement, removal or demolition of any building or structure, nor install any plumbing or heating equipment without having applied for and obtained a Permit from the Office of Code Enforcement, Town of Conquest.
- b) Application for a building permit may be obtained from the Town Clerk's office, Town of Conquest and must include:
 1. The signature of the applicant or authorized agent;
 2. A description of the side on which the proposed work is to be done; (Plot plan with footage to all property lines from structure)
 3. A statement of the use or occupancy of all parts of the land and of the proposed building or structure.
 4. A brief description of the proposed work;
 5. The estimated cost of the proposed project with appropriate substantiation;
 6. The full name, address, and telephone number of the owner and applicant, if either be a corporation, the names and addresses of the responsible officers;
 7. Two complete sets of plans of proposed work, (with seal) affixed by a licensed professional engineer or architect if project is new and over 1500 square feet of living space; or alteration is \$10,000.00 or over; (This may be waived by the Building Official if project extensiveness is considered controllable).
 8. The fee specified on attached conversion form.
- c) The applicant shall notify the Department of Building of any changes in the information contained in the application during the period for which the permit is in effect. The permit will be issued when the application has been determined to conform to the Uniform Code. The authority conferred by this permit may be limited by conditions, if any.
- d) A building permit issued pursuant to this part shall be prominently displayed on the property or premises to which it pertains.
- e) A building permit issued pursuant to this part may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit, or if there has been a misrepresentation in any manner in connection with application for this permit.
- f) A building permit issued pursuant to this part shall expire one year from the date of issuance or upon the issuance of a Certificate of Occupancy, whichever occurs first (other than a Temporary Certificate of Occupancy). The permit may on written request be renewed for one year provided no revocation or suspension is in effect at the time the request is made and the renewal fee is paid.

Section 442.3 Certificate of Occupancy

- a) No building erected subject to the Uniform Code and this part shall be used or occupied, except to the extent provided in this section, until a Certificate of Occupancy has been issued. No building similarly enlarged, extended, altered or upon which work has been performed which required the issuance of a building permit shall be occupied or used for more than thirty days after the completion of the alteration or work unless a Certificate of Occupancy has been issued. No change shall be made in the nature of the occupancy of an existing structure unless a Certificate of Occupancy authorizing the change has been issued. The owner or his agent shall make application for Certificate of Occupancy (Application – meaning written notification or request for final inspection, dated and signed).
- b) A temporary Certificate of Occupancy may be issued if the building or structure is sufficiently complete that it may be put to use for which it was intended. A Temporary Certificate of Occupancy shall expire six months from the date of issuance.
- c) No Certificate of Occupancy shall be issued except upon an inspection which reveals no uncorrected deficiency or material violation of the Uniform Code in the area intended for use and upon payment of the appropriate fee.

Local Law No. 2 of the Year 2000 – Dwelling and Structure Law – General Requirements: Requirements: (Contact Code Enforcement Officer for specifics)

1. Minimum lot size – Single family must be one acre with a width of 150 feet
2. Setbacks – Front: Not less than 75 feet from the center of the road
Side: Not less than 25 feet from side lot line
Rear: Not less than 25 feet from the rear lot line
3. Building/Structure Separation: Not less than 10 feet
4. Minimum floor area: No dwelling unit may be constructed or placed with a floor area of less than 840 square feet.
5. Mobile/Manufactured Homes:
 - Shall not be older than 10 years.
 - Shall be placed on a 6 inch thick reinforced concrete slab a minimum of one foot wider and one foot longer than the home.
 - Shall have skirting of a fire resistant material with at least one access panel.

IMPORTANT NOTICE READ BEFORE SIGNING

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 Code of Ordinances of the Town of Conquest, and all other applicable codes, rules or regulations.
2. It is the owner’s responsibility to contact the Code Enforcement Office at (315)776-6064 or (315)374-3631 (Mon. thru Fri.) at least 48 hours before the owner wishes to have an 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 work later to be covered by a wall).
DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH “INTERNAL WORK” HAS NOT BEEN INSPECTED. Otherwise, work may need to be removed at the owner’s or contractor’s expense to conduct the interior inspection. Close coordination with the Code Enforcement Office will greatly reduce this possibility.
3. OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICE TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDED HOWEVER, THAT 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 INSPECTIONS(S).
4. New York State law requires contractors to maintain Worker’s Compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Worker’s Compensation and Disability Insurance certificates are attached to this application or are 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 C-105.21, attached hereto.
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, under, or upon any city street or right-of-way.
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.

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 all statements made by me on this application are true.

Signature _____ Date: _____

APPLICATION FOR A BUILDING PERMIT

Name:		Date:	Permit #
Phone #	House #	Road	
City	Zip Code	Tax Map #	
Name of Contractor			Phone #
Type of Construction: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Replacement <input type="checkbox"/> Conversion <input type="checkbox"/> Change of use <input type="checkbox"/> Other _____		Type of Improvement: <input type="checkbox"/> Garage (attached) <input type="checkbox"/> Storage building <input type="checkbox"/> Chimney <input type="checkbox"/> Garage (detached) <input type="checkbox"/> Farm building <input type="checkbox"/> Wood stove <input type="checkbox"/> Porch / deck <input type="checkbox"/> Pond <input type="checkbox"/> Fireplace <input type="checkbox"/> Swimming pool <input type="checkbox"/> Roof / Siding / Doors / Windows <input type="checkbox"/> Sign <input type="checkbox"/> Other _____	
Type of Residence: <input type="checkbox"/> Single family <input type="checkbox"/> Stick built <input type="checkbox"/> Modular <input type="checkbox"/> Manufactured home (see form TI 101) <input type="checkbox"/> Two family <input type="checkbox"/> Multi family		Size of structure _____ X _____ or sq.ft. _____ Estimated cost \$ _____ Number of stories _____ Use of structure: _____	
The following checked items are required before a building permit can be issued:			
Stamped plans: <input type="checkbox"/> Residential construction over 1500 sq.ft. <input type="checkbox"/> Additions costing more than \$20,000. <input type="checkbox"/> All commercial structures. <input type="checkbox"/> A plot plan showing the proposed structures location from lot lines and the center of the highway.		Insurance: <input type="checkbox"/> Proof of Workmans Comp. or signed Affidavit <input type="checkbox"/> Residential work sheet if under 1500 sq.ft. <input type="checkbox"/> An approved septic plan by Cayuga County (253-1405) <input type="checkbox"/> Driveway permit (if required) <input type="checkbox"/> Copy of subdivision (if required)	
The following checked inspections items are required:			
<input type="checkbox"/> Footers before pouring <input type="checkbox"/> Foundation <input type="checkbox"/> Framing <input type="checkbox"/> Insulation <input type="checkbox"/> Slab <input type="checkbox"/> Tie Downs <input type="checkbox"/> Plumbing <input type="checkbox"/> Heating <input type="checkbox"/> Chimney <input type="checkbox"/> Electrical <input type="checkbox"/> Other _____			
It is the responsibility of the owner / contractor to call at each stage of construction for an inspection. Harold Gilfus (315) 406-8005			
Fee \$ _____		Applicants Signature _____ Date: _____	
Date Approved: _____		Date: _____	
Date Denied: _____		Code Enforcement Officer Harold Gilfus 1289 Fuller Road Port Byron, NY 13140	
Variance: Date: _____			
CALL UFPO 1-800-962-7962 BEFORE YOU DIG IT'S THE LAW			

PART 2: DESIGNERS AND CONTRACTORS

1. Architect/Engineer: Name: _____
 Address: _____
 City, State, Zip: _____
 Phone Number: _____
2. General Contractor: Name: _____
 Phone Number: _____
3. Electrical Contractor: Name: _____
 Phone Number: _____
4. Plumbing Contractor: Name: _____
 Phone Number: _____
5. Mechanical Contractor: Name: _____
 Phone Number: _____
6. _____ Contractor: Name: _____
 Phone Number: _____

PART 3: PROJECT LOCATION AND DETAILS

Please attach a sketch or plot plan

A sketch of the work to be performed must be made a part of this application. The sketch must include the following:

1. Location of the proposed structure or addition showing the number of stories and all exterior dimensions;
2. The distance of the proposal from all lot lines;
3. The distance of the proposal from any structure including neighboring structures;
4. The depth of the proposed foundation or footers;
5. The maximum percentage of the lot to be covered by building(s); _____
6. The addition will be used as: Family Room Living Room Kitchen Den
 Bedroom Bath Full -or- Half
 Other _____
7. Basement: Full Partial Crawl Pier Slab
8. Garage: Attached Detached Utilities Electric Gas Other
Deck/Porch: Open Covered Enclosed Screened Other

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.

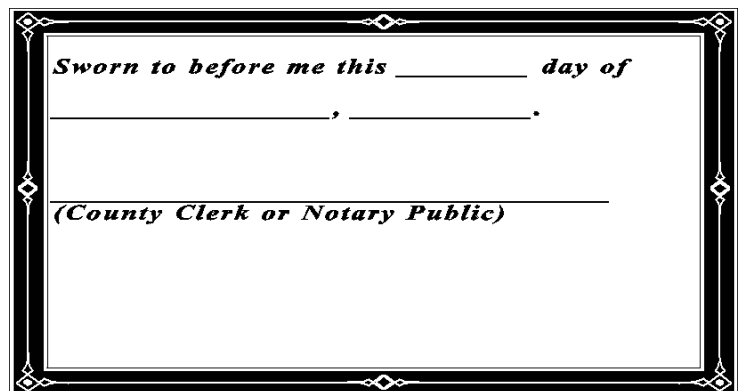
(Signature of Homeowner)

(Date Signed)

(Homeowner's Name Printed)

Home Telephone Number _____

Property Address that requires the building permit:



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.