Town of Dover Building /Zoning/Code Enforcement Department

126 East Duncan Hill Road
Dover Plains, NY 12522
(845) 832-3188 - fax
Building Inspector - 845.832.6111 x102 (BuildingCEO@DoverNY.us)
Code Enforcement Officer – 845.832.6111 x119 (CodeEnforcement@DoverNY.us)
Clerk –845.832.6111 x103 (Building@DoverNY.us)

Building Permit Application for

Mechanical & Fuel Burning Equipment

(boiler, fuel storage, chimney, furnace-indoor/outdoor, generator, stoves-wood/pellet/coal, fireplaces-wood/gas, heat conversion & central air conditioning)

Please read entire packet BEFORE submitting application

Required Documents:

- ☐ Cash or Check payable to: Town of Dover (fee is double if project has been started)
  Residential Fees: $80.00 *(see below for solar panel fees)*
  Commercial Fees: *Fee is based on cost of construction; please call the Building Department for fee.
- ☐ A valid NOTARIZED waiver form **or** Proof of Workers' Compensation and Disability Insurance (see attached letter or call (518) 486-6307 or visit www.wcb.state.ny.us for more information; ***ACORD** forms are **NOT** acceptable proof of NYS workers' compensation or disability benefits insurance coverage)*
- ☐ One **complete** set of specs (a brochure is usually sufficient)
- ☐ Drawing of room showing where proposed equipment will be and distances to walls (for indoor installations)
- ☐ Survey showing proposed structure with distances to property lines and other structures (for outdoor installations)

Required Inspections:

- **PRE-INSPECTION BEFORE PERMIT IS ISSUED**
- Final electric (if applicable, by an electrical inspector)
- Final Completion to obtain a Certificate of Compliance

Applicants are responsible for scheduling all required inspections. The Building Department requires advance notice for all inspections; any additional inspections will be $50 per hour with a minimum one-hour charge.

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General Information for All Building Permit Applications

Please read the following and have application complete BEFORE submittal

The applicant/homeowner is responsible for supplying sufficient information to determine that the project complies with and adheres to all Town of Dover Zoning Laws and all NYS Building Codes.

The Town of Dover Zoning Law may be obtained from the Zoning Law book available at the Town Clerk's office for a fee or on the internet at www.TownOfDoverNY.us (Links, Town Code, Chapter 145).
NYS Building Codes are available at www.dos.state.ny.us.

Fee for building without a permit is double the permit fee, PLUS all legal fees (if necessary)

If a permit is denied or withdrawn, 50% of the fee will be refunded if requested in writing provided that no work has commenced.

Applications will not be considered until **ALL** required documents and copies are submitted **by the applicant**. A list of required documents for each project is listed on the coversheet; submitting required documents in "bits & pieces" will result in a delay. INCOMPLETE APPLICATIONS WILL BE RETURNED.

Please note: **applications are not reviewed at the time of submittal…** they are reviewed in the order in which they are received and may require approximately 1-4 weeks to process depending on the complexity of the project. Due to the volume of applications received, requests to expedite an application cannot be honored.

Section 125 of the General Municipal Law requires that ALL APPLICANTS provide proof of Workers' Compensation and Disability compliance **or** a valid exemption when applying for a permit. For more information, visit www.wcb.state.ny.us or call (518) 486-5307.

After the application is reviewed and approved, you will be notified and will be given a Construction Permit. If the application is denied, you will receive written notice with an explanation. Construction may not start until the permit is issued.

Permits expire one year after issuance and may be renewed at full price. By law, a building permit is not closed out until the project is finished and a Certificate of Occupancy/Compliance (C/O, C/C) has been issued; it is the applicant's/homeowner's responsibility to call this department to obtain a Certificate of Occupancy/Compliance. If the project has not been started and you wish to close out the permit, it is the applicant's/homeowner's responsibility to send a written notice stating that project has not been started and give this department permission to verify.

The Construction Permit and your 911 address must be clearly displayed on a place visible from the road.
[F] 303.3 Premises identification. Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).

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For Office Uses Only __Residential _Commercial

Permit #:_____ Zone:_____

Grid #:_____

Fee: $_____ Date Paid:_____

Check #:_____ Receipt #:_____

Building Permit Application – Mechanical / Fuel Burning

(Must be filled out **IN FULL WITH PAYMENT** before review. Incomplete applications will be returned.)
Application is hereby submitted to the Building Inspector/Code Enforcement Officer of the Town of Dover for the approval of plans and detailed statement of the specifications of work to be performed.
Please describe work to be performed:_____.

Owner of Property:_____ Phone #:_____
Mailing Address:_____ Cellular #:_____

Applicant's Name:_____ Phone #:_____
Mailing Address:_____ Cellular #:_____
E-mail _____

Builder/Contractor:_____ Phone #:_____
Mailing Address:_____ Cellular #:_____

Address of Proposed Project:_____ Lot #:_____

Please check:

_____Boiler _____Chimney _____Coal Stove _____Fireplace – Wood/Gas

_____Fuel Storage _____Furnace _____Wood Stove _____Central Air Conditioning

_____Remove Oil Tank _____Generator _____Pellet Stove

Estimated cost of construction: $_____ **Estimated date of completion:** _____

I confirm that I understand that building permits expire one year after issuance and it is my responsibility to call the Town of Dover Building Department for all required inspections during construction and to obtain a Certificate of Occupancy/Compliance upon completion thereof in compliance herewith. I also understand my responsibilities of all provisions of Town of Dover Zoning Laws, New York State Uniform Fire Prevention & Building Code and State of New York Department of Labor requirements whether specified herein or not. The Town of Dover Zoning Law can be researched at www.townofdoverny.us (click: Links, Town Code).

_____ _____
Signature of Applicant DATE Signature of Owner DATE

For Office Uses Only

Pre-Inspection: _____

Application is: APPROVED / DENIED

Application requires: ☐ Planning Board Approval ☐ Zoning Board Approval

_____
Building Inspector/CEO Date Issued

Permits expire one year after issuance

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 homeowner's 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 WC/DB-100 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)

_____ Home Telephone Number _____

(Homeowner's Name Printed)

Property Address that requires the building permit:

_____

_____

_____

_____

Sworn to before me this _____ day of

_____, _____.

_____

(County Clerk or Notary Public)

Once notarized, this Form BP-1 serves as an exemption for both workers' compensation and disability benefits insurance coverage.

WORKERS' COMPENSATION REQUIREMENTS UNDER WORKERS' COMPENSATION LAW §57

To comply with coverage provisions of the Workers' Compensation Law ("WCL"), businesses must:

A) be legally exempt from obtaining workers' compensation insurance coverage; or
B) obtain such coverage from insurance carriers; or
C) be a Board-approved self-insured employer or participate in an authorized group self-insurance plan.

To assist State and municipal entities in enforcing WCL Section 57, businesses requesting permits or seeking to enter into contracts **MUST** provide **ONE** of the following forms to the government entity issuing the permit or entering into a contract:

A) CE-200, Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage;

Starting December 1, 2008, Form CE-200 can be filled out electronically on the Board's website, www.wcb.state.ny.us, under the heading "Forms." Applicants filing electronically are able to print a finished Form CE-200 immediately upon, completion of the electronic application. Applicants without access to a computer may obtain a paper application for the CE-200 by writing or visiting the Customer Service Center at any District Office of the Workers' Compensation Board. Applicants using the manual process may wait up to four weeks before receiving a CE-200. Once the applicant receives the CE-200, the applicant can then submit that CE-200 to the government agency from which he/she is getting the permit, license or contract.
OR

B) C-105.2 -- Certificate of Workers' Compensation Insurance (the business's insurance carrier will send this form to the government entity upon request) **PLEASE NOTE**: The State Insurance Fund provides its own version of this form, the U-26.3; **OR**

C) SI-12 -- Certificate of Workers' Compensation Self-Insurance (the business calls the Board's Self-Insurance Office at 518-402-0247), **OR** GSI-105.2 -- Certificate of Participation in Worker's Compensation Group Self-Insurance (the business's Group Self-Insurance Administrator will send this form to the government entity upon request).

DISABILITY BENEFITS REQUIREMENTS UNDER WORKERS' COMPENSATION LAW §220(8)

To comply with coverage provisions of the WCL regarding disability benefits, businesses may:

A) be legally exempt from obtaining disability benefits insurance coverage; or
B) obtain such coverage from insurance carriers; or
C) be a Board-approved self-insured employer.

Accordingly, to assist State and municipal entities in enforcing WCL Section 220(8), businesses requesting permits or seeking to enter into contracts **MUST** provide **ONE** of the following forms to the entity issuing the permit or entering into a contract:

A) CE-200, Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage;

Starting December 1, 2008, Form CE-200 can be filled out electronically on the Board's website, www.wcb.state.ny.us, under the heading "Forms." Applicants filing electronically are able to print a finished Form CE-200 immediately upon, completion of the electronic application. Applicants without access to a computer may obtain a paper application for the CE-200 by writing or visiting the Customer Service Center at any District Office of the Workers' Compensation Board. Applicants using the manual process may wait up to four weeks before receiving a CE-200. Once the applicant receives the CE-200, the applicant can then submit that CE-200 to the government agency from which he/she is getting the permit, license or contract.
OR

B) DB-120.1 -- Certificate of Disability Benefits Insurance (the business's insurance carrier will send this form to the government entity upon request); **OR**

C) DB-155 -- Certificate of Disability Benefits Self-Insurance (the business calls the Board's Self-Insurance Office at 518-402-0247).

Please note that **for building permits ONLY**, certain homeowners of 1, 2, 3 or 4 family owner-occupied residences serving as their own General Contractor may be eligible to file Form BP-1 (The homeowner obtains this form from either the Building Department or on the Board's website, www.wcb.state.ny.us, under the heading "Forms.")

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),
- a Board-approved self-insured employer (SI-12), or
- are exempt (WC/DB-100),

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.

- 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, 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 (Form C-105.2 or Form U-26.3), 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.

General Information for Certificates of Occupancy and Compliance

What is a Certificate of Occupancy (C/O)?

♦A document issued by a municipality which authorizes the legal use of a building or structure, in whole or in part.

What is a Certificate of Compliance (C/C)?

♦A document issued by a municipality which authorizes the legal use of an accessory building or structure, a minor alteration or addition, or an installation such as a wood stove, furnace or satellite dish antennae.

Who is responsible to obtain such certificates?

♦Just as the property owner has the ultimate responsibility for activities on his or her property and for obtaining building permits, **it also is the property owner's responsibility to call for an inspection to obtain a Certificate of Occupancy or Compliance.**

♦It is a violation of a municipality's local law for any person to occupy or otherwise use a building, structure or other permanently installed equipment for which a building permit has been issued without obtaining a Certificate of Occupancy or a Certificate of Compliance.

What happens if I fail to obtain a C/O or a C/C?

♦Failure to obtain a C/O or a C/C is a violation of the municipality's local law. Violation of local laws can result in the issuance of an order to appear before the local court and such violations are subject to a fine and/or imprisonment.

♦Banks and lending institutions are generally requiring copies of C/Os or C/Cs for new financing or refinancing of property. The lack of a required certificate may delay or cause a denial of a mortgage, which could place a potential property sale or refinancing at risk.

♦Insurance companies are becoming increasingly aware of their profit-loss statistics in this tight economy. In New York State, it is common knowledge that C/Os or C/Cs are required. **Your insurance company may not provide coverage in the event of a tragedy if a required certificate has not been issued.**

How will anybody ever find out that I should have had a C/O or C/C?

♦The records of a municipality are public records which are open for anyone to view. Copies of building permits, inspection reports, violation notices and certificates are required to be kept on file essentially permanently. Lending institutions, insurance investigators and others routinely require information contained in these files.

♦In addition, the Code Enforcement Officer maintains activity logs and may periodically send out notices to remind permit holders that they need to attain closure of their files, through their requesting the required inspections and by their obtaining the required certificate.

What year did the Town of Dover start issuing C/Os or C/Cs?

♦**1984.** Any structure that has been installed, erected, constructed, enlarged, altered or replaced since January 1, 1984 would have required a Building Permit and C/O or C/C.

By law, building permits are never closed out until a C/O or C/C has been issued OR if the project has not been started.

Town Of Dover

Building Department

ELECTRICAL INSPECTORS

As approved by the Town of Dover Building Department

NEW YORK ELECTRICAL INSPECTIONS
HCR #4, Kelly Corners, NY 12455
Kelly Corners, NY 12455
(845) 586-2430
Tom LeJeune-Inspector- (845) 373-7308

ELECTRICAL UNDERWRITERS OF NY, LLC
PO Box 4089
New Windsor, NY 12553
(845) 569-1759 / (845) 562-7371-*fax*
Ernest C. Bello

COMMONWEALTH ELECTRICAL INSP. SERVICE, INC.
1355 Pittsford-Mendon Rd
P.O. Box 723
Mendon, NY 14506
(800) 624-2380 / (585) 624.2399-*fax*
Ronald Henry (845) 562-8429

THE INSPECTOR, LLC
5390 US-11
Burke, NY 12917
(518) 481-5300
David Smith (theinspectorllc@yahoo.com)

Z3 CONSULTANTS, INC.
P.O. Box 363
LaGrangeville, NY 12540
(845) 471-9370 / (845) 625-1479-*fax*
Gary Beck Jr

NEW YORK BOARD
PO Box 1558
Wappingers Falls, NY 12590
Pat Decina (845) 298-6792_phone & *fax*

TRI-STATE INSPECTION AGENCY
PO Box 1034
Warwick, NY 10990
(845) 544-2180
Bob Stumbo, Nick DiFusco, Frank Sholtis

NY ELECTRICAL INSPECTION & CONSULTING
93 Beattie Avenue
Middletown, NY 10940
(845) 343-6934 / (845) 343-4834-*fax*
John Wierl (jwieri@nyelc.com) or
Pierre Belarge

THIRD PARTY INSPECTOR, INC.
68 Gold Rd
Poughquag, NY 12570
(845) 590-1010
Brian Van Vlack (thridpartyinsp@gmail.com)

STATE WIDE INSPECTION SERVICES, INC.
1080 Main St.
Fishkill, N.Y. 12524
(845) 202-7224
www.swisny.com