

# 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](mailto:BuildingCEO@DoverNY.us))

Code Enforcement Officer - 845.832.6111 x119 ([Codeenforcement@DoverNY.us](mailto:Codeenforcement@DoverNY.us))

Clerk – 845.832.6111 x103 ([Building@DoverNY.us](mailto:Building@DoverNY.us))

## Building Permit Application for **Garages, Sheds, Barns**

(Pole Barn, Carport, Gazebo, Pavilion, Canopy, Greenhouse)

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: up to 100 sq. ft. = \$80, **101** - 200 sq. ft. = \$160, **201** - 500 sq. ft. = \$210,  
501+ = \$370  
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 and call (518) 486-6307 or visit [www.wcb.state.ny.us](http://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 plans showing uses and dimensions  
(must be stamped & signed by a NYS licensed design professional if cost of construction is  
over \$20,000 or at the discretion of the Building Inspector)
- ☐ Survey or drawing of property showing proposed structure with distances to  
property lines and other structures.

### **Required Inspections:**

- **PRE-INSPECTION BEFORE PERMIT IS ISSUED**
- Footings (if applicable)
- Slab (if applicable)
- Framing (if applicable)
- Rough electric (if applicable, by an electrical inspector)
- Insulation before enclosing (if applicable)
- Final electric after closing walls (by an electrical inspector)
- Final Completion to obtain a Certificate of Occupancy

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.

## **Town of Dover Building/Zoning /Code Enforcement Department**

126 East Duncan Hill Road

Dover Plains, NY 12522

### **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](http://www.TownOfDoverNY.us) (Links, Town Code, Chapter 145).

NYS Building Codes are available at [www.dos.state.ny.us](http://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](http://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).

**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)

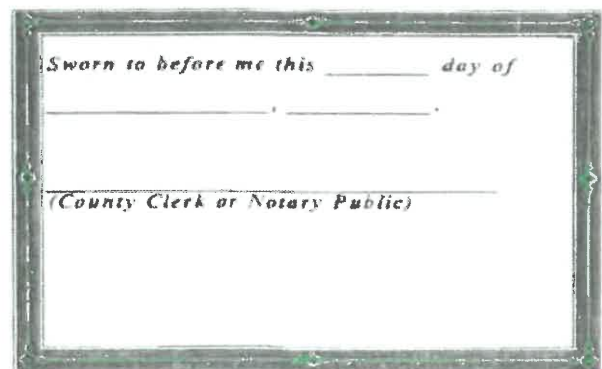
\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Homeowner's Name Printed)

Home Telephone Number \_\_\_\_\_

Property Address that requires the building permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Once notarized, this Form BP-1 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),
- ♦ 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.

## Numbers and Websites of Interest

### Electrical Inspectors

#### New York Electrical Inspections

H.C.R. 4, NYS Route 30  
Kelly Corners, NY 12455  
(845) 586-2430  
Tom LeJeune - Inspector - (845) 373-7308

#### New York Board

PO Box 1558  
Wappingers Falls, NY 12590  
Pat Decina - Inspector - (845) 298-6792  
(phone & fax)

#### Electrical Underwriter of NY, LLC

PO Box 4089  
New Windsor, NY 12553  
(845) 569-1759, (845) 562-7371 - fax  
Ernest C. Bello - Inspector

#### Tri-State Inspection Agency

PO Box 1034  
Warwick, NY 10990  
(845) 986-6514 or (845) 986-0535  
Bob Stumbo, Nick DiFusco, Frank Sholtis

#### Commonwealth Electrical Inspection Service, Inc.

1355 Pittsford-Mendon Road  
PO Box 723  
Mendon, NY 14506-0723  
800 624-2380 or (585) 624-2399-fax  
Ronald Henry - Inspector - (845) 562-8429

#### NY Electrical Inspections & Consulting

93 Beattie Avenue  
Middletown, NY 10940  
(845) 343-6934, (845) 343-4834 - Fax  
John Wierl (jwierl@nyeic.com) or Pierre Belarge

#### The Inspector, LLC

5390 State Route 22  
Burke, NY 12917  
(518) 481-5300 or (800) 487-0535  
David Smith (theinspectorllc@yahoo.com)

#### Third Party Inspector

68 Gold Road  
Poughquag, NY 12570  
(845) 590-1010  
Brian Van Vlack - Inspector - (thirdpartyinsp@gmail.com)

#### Z3 Consultants, Inc.

PO Box 363  
LaGrangeville, NY 12540  
Gary Beck, Jr. - Inspector - (845) 471-9370  
(845) 625-1479 - Fax

### Dutchess County Department of Health

387 Main Street  
Poughkeepsie, NY 12601  
(845) 486-3404

Millbrook District Office  
(845) 677-4001

### Road Maintenance

Town of Dover Highway Department  
(town roads)  
(845) 832-9567

NYS Department of Transportation (DOT)  
(state roads) Highway Permits  
(845) 473-3076

DC Department of Public Works  
(county roads) Highway Permits Unit  
(845) 486-2928

### Department of Emergency Response

E-911 Addressing  
(845) 486-6531

### Workers' Compensation Board

[www.wcb.state.ny.us](http://www.wcb.state.ny.us)  
(518) 486-6307

### Dig Safely (call before you dig)

[www.digsafelynewyork.com](http://www.digsafelynewyork.com)  
800 962-7962

### NYS Department of Environmental Conservation (DEC)

[www.dec.state.ny.us](http://www.dec.state.ny.us)  
(518) 402-8265

### NYS Department of State

[www.dos.state.ny.us](http://www.dos.state.ny.us)  
(212) 417-5800

**If Someone is Planning To Dig On Your  
Property, Or You Are Doing The  
Excavation . . . Please Do Your Part!**

**Look For:**

- Pad Mounted Electric Transformers
- Utility Service Wires (Cables attached to the side of the utility pole and entering the ground.)
- Telephone Or Cable Television Pedestals
- Water Valves Or Hydrants
- Regulator Stations, Gas Meters, Valves or Test Stations
- Warning Signs Or Markers
- Manhole Rings and Covers

*When you call, please have the following  
information available:*

- Municipality – county, city or township
- Location – street address
- Nearest intersection of streets and roads
- Extent of work     ■ Type of work
- Start date and time excavation is scheduled to begin
- Caller's name
- Excavator/contact person and phone number

**Even When All Precaution Are Taken,  
Accidents Can Still Happen. If An  
Underground Facility Is Hit Or Even  
Scratched, Please Notify The Facility  
Operator.**

**Dig  Safely.  
New York**

- Call Before You Dig
- Wait The Required Time
- Confirm Utility Response
- Respect The Marks
- Dig With Care

**800-962-7962**  
[www.digsafelynewyork.com](http://www.digsafelynewyork.com)

**Dig  Safely.  
New York**

**800-962-7962**

[www.digsafelynewyork.com](http://www.digsafelynewyork.com)



*What You Should Know Before Getting In Too Deep*

