

BUILDING PERMIT APPLICATION

YOUR APPLICATION CANNOT BE ACCEPTED UNTIL IT IS COMPLETE.

BEFORE SUBMITTING YOUR APPLICATION, PLEASE MAKE SURE YOU COMPLY WITH THE FOLLOWING:

- Make check payable to the **Town of Kingsbury**. This is a non-refundable application fee.
- Complete all pages of the application in INK. **Make sure that you have signed it.**
- Attach TWO copies of your plans.
- Your plans NEED to be stamped by a NYS licensed architect or engineer if:
 - Your project does not meet the exceptions noted on the back of the application OR
 - It exceeds the design limits of the NYS Residential Code
- Proof of Worker's Compensation Insurance must be supplied before a permit can be issued. Submit either proof of Worker's Compensation Insurance or provide CE-200*.
- Proof of Worker's Disability Benefits coverage must be supplied before a permit can be issued. Submit either proof of Disability Benefits Coverage, provide affidavits, or provide CE-200*.
- All projects must comply with all local laws.
- Many projects require a new or updated septic system - please submit if required. Your building permit will be held until a septic permit is issued if applicable.
- DIG SAFELY NEW YORK must be contacted prior to any digging and CALL 811 BEFORE YOU DIG
 - (<http://www.digsafelynewyork.com>)
- If the proposed work creates additional wastewater design flow a Sewage Disposal System Application will be required to be completed prior to the issuance of a building permit.
- Water well test data must be provided for new potable water sources prior to the issuance of Certificate of Occupancy/Compliance.

*CE-200 can be obtained by referring to the Workers Compensation website:

<https://www.wcb.ny.gov/icexempt/wavdisclaimer.jsp>

Buildings for residential storage purposes of 144 square feet or less, do not require building permits, but may be subject to local zoning & setbacks from buildings/structures and property lines.

Most other projects do require a permit. Change-of-use projects require a permit.

IF YOU ARE IN DOUBT - CALL THIS OFFICE

TOWN OF KINGSBURY
 Department of Code Enforcement
 6 Michigan Street
 Hudson Falls, NY 12839
 Phone: 518-747-2188 x. 3006 or 3008

BUILDING PERMIT APPLICATION

PROPERTY INFORMATION			
Owner's Name _____		Cell # _____	
Property Address _____		Home # _____	
_____		Email _____	

Tax Map Section _____ Block _____ Lot _____			
APPLICANT INFORMATION <i>(if different from Property Information)</i>			
Name _____	APPLICANT IS:		
Mailing Address _____	<input type="checkbox"/> Owner		
_____	<input type="checkbox"/> Lessee		
_____	<input type="checkbox"/> Agent		
_____	<input type="checkbox"/> Architect/Engineer		
Cell # _____	Home # _____	<input type="checkbox"/> Builder/Contractor	
Email _____			
If Owner/Applicant is a Corporation, Give the name and title of two (2) officers	_____		
Notes:	_____		
OCCUPANCY (Check all that apply):	Description	Group	
<input type="checkbox"/> Single Family Home	<input type="checkbox"/> Business	B	
<input type="checkbox"/> One-Family Dwelling (R3)	<input type="checkbox"/> Mercantile _____	M	
<input type="checkbox"/> Two-Family Dwelling (R3)	<input type="checkbox"/> Factory _____	F	
Multiple Dwelling:	<input type="checkbox"/> Storage _____	S	
<input type="checkbox"/> Permanent Occupancy (R2)	<input type="checkbox"/> Assembly _____	A	
<input type="checkbox"/> Transient Occupancy (R1)	<input type="checkbox"/> Institutional _____	I	
<input type="checkbox"/> Adult Residential Care (R4)	<input type="checkbox"/> Misc _____	U	
*Not more than 16 occupants	<input type="checkbox"/> Other _____		
NATURE OF PROPOSED WORK (Check all that apply)			
Estimated cost (Exclusive of land)	Description	Cost	
<input type="checkbox"/> Construction of a new structure	_____		
<input type="checkbox"/> Addition to existing structure	_____		
<input type="checkbox"/> Alteration to existing structure	_____		
<input type="checkbox"/> Change of occupancy	_____		
<input type="checkbox"/> Other	_____		
Name (Engineer, Architect, and/or Sub-Contractor)	Phase of Work	Phone	Email

TOWN OF KINGSBURY
 Department of Code Enforcement
 6 Michigan Street
 Hudson Falls, NY 12839
 Phone: 518-747-2188 x. 3006 or 3008

Existing/Proposed Building Information (Complete all that apply):

Foundation Type: Pier Frost Wall Slab Full Foundation Wall Monolithic or Floating Slab

Foundation Material: Stone Concrete Wood Insulated Concrete Forms Other _____

Basement Information: Crawl Space Walk Out Finished Storage Bedrooms Laundry

Building construction Type: Concrete Steel Brick Stone Wood Other _____

Building Exterior: Wood Stone Brick Metal Shingles Vinyl Concrete Composition
 Stucco Other _____

Building Roof: Wood Stone Metal Shingles Rubber Other _____

Building Heating & Cooling: Hot Air Hot Water Electric Oil Gas Radiant
 Solar Wood Geothermal Central Air Other _____

Water Supply: Public Community Individual: Drilled Surface Water Well Point
 Spring Dug Wells Shore Wells

Sewage: Public Holding Tank Size _____ Gallons Septic Tank _____ Gallons
 Number of Trenches _____ Width of Trenches _____ Length of Trenches _____
 Percolation Rate _____ Min/Rate Depth to Boundary Layer or Water Table _____

Additional (Write number or value of each or N/A for not applicable):

Square Feet of:	Basement _____	1 st Floor _____	2 nd Floor _____	3 rd Floor _____
Number of:	Bedrooms _____	Rooms _____	Full Baths _____	½ Baths _____
	Fireplaces _____	Solar Panels _____	Kitchens _____	Pools _____

Proposed Building Information

Select all that apply: New Structure Addition Alteration Renovation Repair Foundation

Re-Roofing Deck Sign Fence-Yard Fence-Pool

Porch-Open Porch-Covered Porch-Enclosed

Garage-Attached Garage-Detached

Pool-Above Ground Pool-In Ground

Other: _____

TOWN OF KINGSBURY
Department of Code Enforcement
6 Michigan Street
Hudson Falls, NY 12839
Phone: 518-747-2188 x. 3006 or 3008

PLOT DIAGRAM

- Locate all buildings, applicable septic systems, and water supplies (existing and proposed).
- Show Street(s)/Road(s) and their name(s).
- Show setback distances from Street(s)/Road(s) and adjacent property lines.

APPLICATION is hereby made to the Town of Kingsbury Department of Code Enforcement for the issuance of a building permit pursuant to the provisions of the Town of Kingsbury and the Building Codes of New York State. Applicant agrees to comply with all applicable provisions of local, county, and State laws and/or ordinances and swears that all statements contained in this application are true to the best of his/her knowledge and belief.

APPLICANT'S SIGNATURE

APPLICANT NAME (PRINT)

DATE

IMPORTANT – PLEASE TAKE NOTICE

- All applications must be accompanied by two (2) sets of plans of the proposed project, including specifications of the materials to be used.
- Plans submitted must be signed and sealed by an architect or engineer licensed by the State of New York. Exceptions to this requirement are:
 - New residential construction – 1,500 gross sq. ft. or less
 - Alterations costing \$20,000 or less, which do not involve structural changes or affect public safety.

Please note the ACORD forms are **NOT** acceptable proof of New York State
Worker's Compensation or 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:

1. be legally exempt from obtaining workers' compensation insurance coverage; or
2. obtain such coverage from insurance carriers; or
3. be a Board-approved self-insured employer; or
4. participate in an authorized group self-insurance plan.

To assist State and municipal entities in enforcing WCL Section 57, businesses requesting permits or licenses, 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:

1. Form [CE-200](#), *Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage*; Form CE-200 can be filled out electronically on the Board's website, www.wcb.ny.gov. Click on the button entitled "WC/DB Exemptions Form CE-200" (In bright yellow letters). 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
2. Form [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
3. Form [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:

1. be legally exempt from obtaining disability benefits insurance coverage; or
2. obtain such coverage from insurance carriers; or
3. be a Board-approved self-insured employer.

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

1. [CE-200](#), *Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage* (see above);
2. [DB-120.1](#), *Certificate of Disability Benefits Insurance* (the business's insurance carrier will send this form to the government entity upon request); or
3. [DB-155](#), *Certificate of Disability Benefits Self-Insurance* (the business calls the Board's Self-Insurance Office at (518-402-0247).

NYS Agencies Acceptable Proof: Letter from the NYS Department of Civil Service indicating the applicant is a New York State government agency covered for workers' compensation under Section 88-c of the Workers' Compensation Law and exempt from NYS disability benefits.

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, <http://www.wcb.ny.gov/content/main/forms/bp-1.pdf>)

New York State Workers' Compensation Board – December 2011

TOWN OF KINGSBURY
 Department of Code Enforcement
 6 Michigan Street
 Hudson Falls, NY 12839
 Phone: 518-747-2188 x. 3006 or 3008

**TRUSS TYPE, PRE-ENGINEERED WOOD OR TIMBER CONSTRUCTION
 RESIDENTIAL & COMMERCIAL STRUCTURES**

FOR OFFICE USE ONLY	
APPLICATION NO. _____	DATE RECEIVED _____

Project Location			
Tax Map Section	Block	Lot	<u>Mailing Address</u>
Owner Name			
Cell #	Home #		
Email			

PLEASE TAKE NOTICE THAT THE STRUCTURE IS (CHECK ALL THAT APPLY):

- New Structure Addition to Existing Structure
 Existing Structure Rehabilitation to Existing Structure

TO BE CONSTRUCTED OR PERFORMED AT THE SUBJECT PROPERTY REFERENCED ABOVE, THE FOLLOWING WILL BE UTILIZED (CHECK ALL THAT APPLY):

- Truss Type Construction (TT) Pre-Engineered Wood Construction (PW)
 Timber Construction Floor (TC) Other: _____

IN THE FOLLOWING LOCATION(S) (CHECK ALL THAT APPLY):

- Floor Framing, Including Girders and Beams (F) Roof Framing (R)
 Floor Framing and Roof Framing (FR) Other: _____

STRUCTURE CONSTRUCTION TYPE (CHECK ALL THAT APPLY):

- Type I Non Combustible Type II Non Combustible Type III Non Combustible Exterior Walls
 Type IV Heavy Timber Type V (combustible) or any material permitted by code

APPLICATION is hereby made to the Town of Kingsbury Department of Code Enforcement for the issuance of a building permit pursuant to the provisions of the Town of Kingsbury and the Building Codes of New York State. Applicant agrees to comply with all applicable provisions of local, county, and State laws and/or ordinances and swears that all statements contained in this application are true to the best of his/her knowledge and belief.

 OWNER OR OWNER'S REPRESENTATIVE SIGNATURE APPLICANT NAME (PRINT) DATE