

Building Permit Application Instructions

Please read and sign

Town of Worcester

- (1) A land use permit is required prior to a building permit
- (2) A building permit is required commencing construction or other improvements, removal, relocation, occupation of a business, demolition of any building or structure (including auction barns, farm residences and other such structures) and before the installation equipment such as oil and gas heaters that are not listed as portable, solid fuel burning devices such as wood, pellet, corn and wood etc.
- (3) Three copies of the permit application must be completely filled out and submitted to the local building department by mail or in person with
- (4) Two sets of construction Plans and all supporting documentation
 - (a) Residential dwellings under 1,500 sq feet may be allowed without a stamp by a design professional licensed by the State of NY, although a detailed set of plans are still required
- (5) All commercial construction plans are to be stamped and drawn to scale
- (6) All new residential and commercial waste water (septic) systems must be designed by a NY licensed PE

Workers compensation and disability benefits or an exemption from (NEW YORK STATE WORKERS COMPENSATION BOARD) are necessary and required before a permit can be issued. **Only Owner occupied** 1-4 family homes may use the BP 9-07 form enclosed in application, All others must have comp or get an exemption from NY comp board

Federal, State and local floodplain regulations must be applied in accordance with New York State Building Code.

Federal, State and local floodplain regulations must be applied in accordance with New York State Building Code. Inspection Notification to the Code Enforcement is the sole responsibility of the owner, contractor or agent.

- (1) minimum of 48 hrs no exceptions

Some may need earlier depending on the inspector

- (2) A CO or CC will not be issued without inspections and you may be required to dismantle work performed and pay a fine. The owner and contractor are responsible to notify the codes office for an inspection.

Questions and answers

Q) Who determines when a building permit is required and how do I know if a permit is required ?

A) The local code enforcement officer; the best way to know is to contact the codes officer.

Q) Do I need to comply with floodplain regulations if my community does not participate in the floodplain program?

A) Yes, in 2007 NY State Incorporated the floodplain regulations within the State Building Codes.

Q) I am renting a commercial space and am not changing any of the structure. Do I need a permit?

A) Yes, a permit is required to make sure that the new business complies with building & land use regulations concerning the use, maximum occupancy, fire regulations, etc. Failure to obtain a permit could result in a stop work order and possible fines.

Print Name _____

Sign _____

Date _____

Town of Worcester

Codes officer 518-231-7779

Building Permit Application

| | | |
|--|---|----------------|
| Permit #: | Date: | Application #: |
| District: | Tax Id #: | |
| Address: | Residential: Yes <input type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/> | |
| Floodplain: Yes <input type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/> | Historic: Yes <input type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/> | |

Property Location _____ Lot Size (acres) _____

Accompanying this application shall be (2) sets of plans ,showing the purposed building, alterations or repairs, and a brief description of the materials to be used, methods of construction and detailed plot plan.

Character and Purpose of Permit: New Home___ Garage___ Addition___ Alteration___ Other___ Explain _____
Residential___ Commercial_____ Agricultural_____

Estimated Cost: _____

Work to begin on or about: _____

Work to be completed on or about: _____

Outside Measurements of Main Building Length _____ Feet Width _____ Feet
Height _____ Feet

Number of stories above grade _____ Will there be a basement _____

Chimney, if so what type of construction and material _____

The foregoing hereby is certified to be correct, true and full of answers. The undersigned hereby agrees,(IF A PERMIT REQUEST IS GRANTED), applicant authorizes the Code Enforcement Official to enter upon said properties to complete necessary inspections. Applicant also hereby agrees to comply with the previsions of the New York State Uniform Fire Prevention and Building Code, other State or Local Laws or Ordinances, applicable to the work intended to be completed under such permit.

Print Name: _____ Contractor _____

Address: _____ Address _____

Phone # : _____ Phone # _____

Signature: _____

PROOF OF COMPENSATION INSURANCE OR EXEMPTION FROM INSURANCE MUST BE PROVIDED BEFORE A PERMIT CAN BE ISSUED

Town of Worcester
CONSTRUCTION SPECIFICATIONS

APPLICATION NO _____ DATE _____

INSTRUCTIONS: This form to be attached, when completed, to the Application for Construction Inspection.

- a) This application must be completely filled in by typewriter or in ink and submitted in duplicate to the inspector in charge.
- b) Plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property must be drawn on the diagram which is part of this application.
- c) This application must be accompanied by one set of specifications describing the nature of work to be performed, the materials and equipment to be used and installed and details of structural, mechanical, electrical and plumbing installations.
- d) Upon approval of this application, the issuing inspector will issue a building permit to the applicant. Such permit shall be kept on the premises available for inspection throughout the progress of the work.
- e) The work covered by this application may not be commenced before the issuance of a building permit.
- f) No building shall be occupied or used in whole or in part for any purposes whatever until an application is made for a Certificate of Occupancy and shall have been granted by the inspector and issued by the municipality.
- g) If this application is not filed by the owner, an affidavit must accompany it stating that the proposed construction is authorized and that the inspector shall be permitted to inspect the premises without the need of a search warrant.

1. State existing use and occupancy of premises and intended use and occupancy of proposed construction:

- a) Existing use and occupancy _____
- b) Intended use and occupancy _____

2. Nature of work (check which applicable): New Building Addition Alteration Repair Removal Demolition Installation

3. If dwelling, number of dwelling units _____ Number of dwelling units on each floor _____ If garage, number of cars _____

4. It business, commercial or mixed occupancy, specify nature and extent of each type of use _____

5. Dimensions of existing structure with alterations or additions: Front ___ Rear ___ Depth ___ Height ___ Number of stories _____

6. Dimensions of entire new construction: Front _____ Rear _____ Depth _____ Height _____ Number of stories _____

7. Size of lot: Front _____ Rear _____ Depth _____ Acres _____

8. Zone or use district in which premises are situated _____

9. Does proposed construction violate any zoning law, ordinance or regulation? _____

10. Name of Compensation Insurance Carrier _____

Number of Policy _____ Date of Expiration _____

11. Name of Architect, if required _____

Address _____ Phone No. _____

Name of Contractor _____

Address _____ Phone No _____

12. Will electrical work be inspected by an approved Electrical Underwriters Agency? If so, specify _____

13. A plot diagram must be prepared and attached hereto and locate clearly and distinctly all buildings, whether existing or proposed, and indicate all set-back dimensions from property lines. Give lot and block numbers or description according to deed, and show street names and indicate whether interior or corner lot.

14. Application must be notarized if applicant is not the owner.

STATE OF NEW YORK, COUNTY OF _____

_____ being duly sworn deposes and says that he is the applicant above named.

(Name of individual signing application)

He is the _____ of said owner or owners and is duly authorized to perform or have performed the
(contractor, agent, officer, etc.)

said work and to make and file this application; that all statements contained in this application are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and specifications filed therewith, and in accordance with applicable laws, ordinances, rules and regulations.

Sworn to before me this _____ day of _____ 20_____
Notary Public, _____ COUNTY of _____ Applicant signature _____ Pg(2)

Town of Worcester
Building Permit Application
Plot plan

Draw a sketch of property (front, rear, both side yard), setbacks, including all buildings and driveways
Setback Rear Yard

Setback Front Yard

Print Name: _____ Sinature: _____
Tax Id# : _____

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence (no commercial)

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 (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

◆ 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

_____ 2____

(County Clerk or Notary Public)