TOWN OF ROXBURY
INSTRUCTIONS FOR FILING A BUILDING PERMIT

William Walcutt, Building Inspector/CEO
Phone/Fax/Message(607) 326-7643
buildinginspector@roxburyny.com

Diane Pickett, Town Clerk
Phone/Fax (607) 326-7641
townclerk@roxburyny.com

REVISED 3/2/15

IMPORTANT INFORMATION BEFORE APPLYING FOR A PERMIT

Site Plan Review – new commercial construction does require application and review by the Planning Board and expansion to an existing commercial building may require application and review by the Planning Board. A copy of the law is available for inspection at the Town Clerk's Office. Planning Board approval must be received before applying for a Building Permit. The Planning Board meets the third Wednesdays of the month at 7:30 pm at the Town Hall. If needed, applications are available at the Town Clerk's Office. Messages can be left at 607-326-7641 or email to planningboard@roxburyny.com

Historic District – if the property is in the hamlet of Roxbury Historic District (map attached) and work being done is on the outside of the building, an application must be submitted to the Roxbury Historic Preservation Commission (RHPC) for review. RHPC approval or a decision from RHPC stating the work does not come under their review must be received before a building permit can be issued. Beginning April 2015, the RHPC will meet quarterly on the third Saturday at 10:00 am at the Town Hall. Messages can be left at 607-326-3722 or email to roxburyoffice@gmail.com.

1. This application must be completed in pen (printed clearly) or typewritten.

2. All applicants whose building activity will take place in a flood hazard area must complete Part II, which can be obtained at the Town Clerk's Office.

3. All applicants submitting for a NEW HOME must include paperwork from NYC DEP approving the plans for septic installation. If applying for an ADDITION that will include a bedroom(s), written approval from NYCDEP must be included approving use of the existing system. (DEP 607-363-7000) A NYCDEP information page is attached to this application. A Building Permit cannot be issued until notification has been received from NYCDEP approving the septic system.

4. New home applications on Town roads require Town Highway Supt. approval of driveways entering a Town Road (607-326-4222). Driveways entering a County Road require Delaware County Dept. of Public Works approval (607-746-2128). Driveways entering a State Road require NYS Dept. of Transportation approval (607-746-2268).

5. All applicants constructing buildings that apply to Impervious Surfaces Limiting Distances (within 100 ft of a stream) must complete a DEP Application of Review.

6. All applicants must include the applicable forms regarding proof of Worker's Compensation for any construction to be done. 1) If homeowner is doing all of his own work, you must include Form BP-1 Affidavit of Exemption (form is attached to this application and must be notarized). 2) If owner contracts for work to be done, you must include copies of a Certificate of Insurance for General Liability Insurance AND either copies of Worker's Comp coverage OR ** Form CE-200 Certificate of Attestation of Exemption. Instructions for CE-200 are #7 below. A Building Permit cannot be issued without these forms being submitted.

7. As of December 1, 2008 Form CE-200 can be filled out electronically on the NYS Workers Compensation 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 Worker's Compensation Board. Applicants using the manual process may wait up to four weeks before receiving a CE-200. Once the applicant received 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.

8. Structures requiring architect approved and stamped plans: *(A)* Any stick built residential construction of living quarters more than 1500 SF in size, including a daylight basement area *(B)* All commercial buildings *(C)* Any addition or alteration/major repair costing $20,000 or more. Costs shall include total cost of work from start to completion. *NOTE:* Any new building addition or alteration/major repair, of any size or cost, may, at the discretion of the Building Inspector, require plans to be approved and stamped by an architect.

9. Plans to be submitted with the application: (a) Plot plan showing the actual dimensions of the lot to be built on and the size and location of the building to be built. (b) The location, grade, and dimensions of any access drives. (c) The location and type of water and sewage facilities (d) plan and dimensions of each floor layout of the building and accessory to be erected or altered, and a complete material specification list. (e) A *COMPLETE* and *DETAILED* drawing of foundation specifications and **cross section** view of *all* framing members. All framing members must be spec-ed out and labeled.

10. This application must include the appropriate fee and filed with the Town Clerk. *NOTE:* All property owners/contractors performing work without a Building Permit will be subject to a violation fee equal to the permit fee and suspension of the project until fees are met. (adopted by the Town Board Dec. 13, 1999)

11. Effective Nov. 29, 2004, all new structures built on vacant land must obtain a 911 Emergency location number after the structure is built. All Certificate of Occupancy (CO) or Certificate of Compliance (CC) applications, for any new structure must include the 911 location number before a CO or CC can be issued. Old Fire Numbers (ie: VM291) are no longer valid. To obtain a 911 number for new structures on vacant land, or if you do not know your current 911 number for an existing structure, you must contact Delaware Cty. Emergency Services at (607) 746-9600.

* Work may not be commenced before the issuance of a Building Permit. A plan of the approved Building Permit must be kept at the worksite and available for inspection throughout the progress of the work being performed.

PLEASE NOTE THE FOLLOWING:

*** The Building Permit is valid for one year from date of issue. If work is not completed within one year, a renewal application must be filed and the appropriate fee paid.**

*** Upon completion of all work that requires a Certificate of Occupancy, an application must be filed and appropriate fee paid. It must include an approved septic report from NYCDEP and an approved electrical inspection report when applicable. The Building Inspector must be contacted to make a final inspection of the completed work in order to close out your file.**

*** Upon Completion of work that requires a Certificate of Compliance, an application must be filed and appropriate fee paid. The Building Inspector must be contacted to make a final inspection of the completed work in order to close out your file.**

Permits must be kept current. Expired permits are subject to fines.

FEE SCHEDULE

Effective January 1, 2005

House – 1st 1,000 sq ft.	$250*
1,001 – 2,000 sq ft	$300*
2,001 – 3,000 sq ft	$400*
3,001 – 5,000 sq ft	$500*
Over 5,000 sq ft	$700*
Modular Home (on piers, runners or slab)	$200*
Doublewide (on piers, runners or slab)	$200*
Singlewide (on piers, runners or slab)	$150*
Modular or Mobile Home on foundation	$200*
Replacement Mobile Home	$100*
* Decks, fireplaces and woodstoves are additional	
Garage - attached	$150
Garage – unattached (over 160 sq ft)	$100
Storage Shed (144 – 160 sq ft)	$100
Storage Building / Polebarn (over 160 sq ft)	$100
Deck (Porch)	$75
Deck with Roof	$100
Woodstove	$75
Fireplace	$100
Outdoor Wood Burning Device	$75
Additions	$100 for the 1st 500 sq ft and $10 each additional 1,000 sq ft
Repairs & Alterations (includes material & labor)	$50 for the 1st $1,000 and $10 each additional $1,000
Pavilion	$60
Greenhouse (if attached to living quarters)	$100
Swimming Pool – above ground	$60
Swimming Pool – in ground	$100
Commercial Buildings 1st 1,000 sq ft	$300
Each additional 1,000 sq ft or any part thereof	$180
Commercial Certificate of Occupancy	$100
Certificate of Occupancy	$25
Certificate of Compliance	$25
Building Permit Renewal	$25
Request for CO search from title co. or attorney	$25

Violation Fee: Permit fee will be double for any work begun without a building permit.

Note: Gross square footage shall be based upon outside dimensions of the building.

Refund Policy: In the event that an application for a building permit is not approved or the applicant withdraws his application, the applicant shall be entitled to a refund of 50% of the fee paid provided that *NO WORK has been* commenced. If work has been started, and the application is not approved, or it is withdrawn, the fees paid shall NOT be refunded. There will be an additional charge of $50 for any permit located in the floodplain.

For Office Use Only	
Fee Paid	
Historic District	Y N
Site Plan Review	Y N

Town of Roxbury
PO Box 189 Main Street
Roxbury, NY 12474

William Walcutt, CEO
Phone / Fax (607) 326-7643
Diane Pickett, Town Clerk
Phone/Fax 607-326-7641

BUILDING PERMIT APPLICATION

Operated by the authority of the Town Board to administer and enforce the NYS Building Construction Code and all other Town Laws, Ordinances, Rules, and Regulations governing building plans, specifications, construction, alterations, or repairs. The undersigned hereby applies for a permit to build, according to the attached plans and specifications:

IMPORTANT INFORMATION BEFORE APPLYING FOR A PERMIT

Is the property in the Historic District? **YES NO**

Is the work to construct a new commercial building or expansion to an existing commercial building? **YES NO**

If you answered YES to either question above please contact the appropriate dept. named on the Instructions Page before applying for a building permit.

Please *CLEARLY PRINT* all information

Application #

Date of Application:

PHYSICAL ADDRESS of proposed building site: (911 number and street)

Tax Map #

Owner Information / Mailing Address	***Contractor Information / Mailing Address***
Name	
Address	
Telephone #	

Please send permit to:	OWNER	CONTRACTOR

Cost of Work (including labor if "self")	$

Nature of Work	(circle all that apply)		
House	Garage	Deck with Roof	Pavilion
Modular	Storage Shed	Woodstove	Gazebo
Doublewide	Storage Bldg.	Fireplace	Greenhouse
Singlewide	Polebarn	Addition *	Pool – above ground
Replace. Trailer *	Deck (Porch)	Repairs/Alteration *	Pool – in ground
Modular/Mobile on foundation	Outdoor wood Burning device	Commercial Bldg.	Other: specify

**** Additions to homes:***	Does addition include a bedroom ?	Yes	No
****Replacement Trailers:***	# bedrooms in old trailer	# bedrooms in new trailer	
**** Repairs & Alterations***	Description of work:		

Septic Approval Attached	Yes	No	Not Applicable
Within 100' of a stream	Yes	No	Not Applicable
In flood plain	Yes	No	Not Applicable

Date work to commence:	
Estimated completion date:	

Proposed building activity includes:	(check all that apply)
New Principal Structure	New Accessory Structure
Altered Principal Structure	Altered Accessory Structure

Lot Size:	Sq Ft	**OR**	# Acres

Size of proposed building activity:	**Sq Ft**

Parking spaces provided:	Yes	No

Existing use and occupancy:

Proposed use and occupancy:

**** Work may not be commenced before the issuance of a Building Permit. A plan of the approved building must be kept at the work site and available for inspection throughout the progress of the work being performed.***

**** A Certificate of Occupancy application must be filed with the Town Clerk, fee paid, a final inspection made, and a Certificate of Occupancy issued by the Building Inspector before a new house, trailer or addition can be occupied.***

**** A Certificate of Compliance application must be filed with the Town Clerk, fee paid, a final inspection made and a Certificate of Compliance issued by the Building Inspector for permits for construction other than a house, trailer or addition.***

ALL PERMITS MUST BE CLOSED OUT BY APPLYING FOR EITHER A CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF COMPLIANCE

The applicant disposes and says that, to the best of his/her knowledge, the statements contained in this application, together with the plans, specifications, and any other supporting material submitted, are a true and complete statement of all work to be done on the premises and that all provisions of the New York State Building Code and other laws, ordinances, rules and regulations of the Town of Roxbury pertaining to the proposed building activity shall be complied with, and that the work, as described herein, is authorized by the owner of the property.

Signature of Owner	Date

Town of Roxbury
PO Box 189
Roxbury, NY 12474

SPECIFICATIONS FOR DRIVEWAY CULVERT PIPES

Where driveway pipes are necessary:

- Move ditch line back to 19 feet from the centerline of roadway
- The alignment should be blended 50 feet ahead and 60 feet beyond centerline of drive
- A minimum of 30 feet of 18 inch pipe is required
- There shall be laid up rocks or concrete heading to prevent washing out or flattening of the ends
- There shall be markers to locate each end of the pipes
- All driveways shall have a landing area of at least 20 feet in length as measured from the edge of the shoulder, with a maximum slope of 3%

The Town of Roxbury Highway Superintendent has the authority to remove any pipe that has not been approved by him, and where there is no form signed by him and the landowner.

Highway Supt. Signature	Date
607-326-7641	

Owner Signature	Date

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:

_____
_____
_____
_____

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.

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.

Letter Of Intent to Connect to NYC, DEP Sewer Collection System

Write Letter to :

New York City, Department of Environmental Protection
Attn. Michael J. Keating, P.E.
Chief, West of Hudson
Waste Water Operations
P.O. Box 358
Grahamsville, N.Y. 12740

Copy :

New York City, Department of Environmental Protection
Attn. Mark P. Suttmeier
Staff Engineer
Waste Water Operations
P.O. Box 370
Shokan, N.Y. 12481

Include in body of letter :

Town and address where property is located
Tax Map #
Dimensions and square feet of building
Number of bedrooms
Estimated distance from existing Sewer Main Line
Type of use – Commercial / Residential
Any additional information concerning proposal

Town of Roxbury
PO Box 189
Roxbury, NY 12474

SPECIFICATIONS FOR DRIVEWAY CULVERT PIPES

Where driveway pipes are necessary:

- Move ditch line back to 19 feet from the centerline of roadway
- The alignment should be blended 50 feet ahead and 60 feet beyond centerline of drive
- A minimum of 30 feet of 18 inch pipe is required
- There shall be laid up rocks or concrete heading to prevent washing out or flattening of the ends
- There shall be markers to locate each end of the pipes
- All driveways shall have a landing area of at least 20 feet in length as measured from the edge of the shoulder, with a maximum slope of 3%

The Town of Roxbury Highway Superintendent has the authority to remove any pipe that has not been approved by him, and where there is no form signed by him and the landowner.

_____ _____
Highway Supt. Date
(607) 326-4222

_____ _____
Landowner Date