Steuben County Public Works
3 E. Pulteney Square
Bath, New York 14810
607-664-2470

Date Received _____
Fee Pd: _____
How Pd: _____
Rec'd By: _____
Permit#: _____

TOWN OF CAMPBELL
BUILDING PERMIT APPLICATION
Please review all pages for instructions.

The application will not be processed until all required documents and fees are submitted!!

Steuben County Local Law #6 of 2006 -A Building Permit shall be required for any work which must conform to the Uniform Code and/or the Energy Code, including, but not limited to: the construction, enlargement, alteration, improvement, removal, relocation or demolition of any building or structure or any portion thereof; and the installation of a solid fuel burning device, heating appliance, chimney or flue in any dwelling unit, No Person shall commence any work for which a Building Permit is required without first having obtained a Building Permit from the Code Enforcement Officer. Any person who violates any provision of the Uniform Code shall be liable to a civil penalty of not more than $200.00 for each day part thereof during which such violation continues.

All building permit applications need to be reviewed by the Town of Campbell Zoning Officer before being submitted to the County for final approval. There is a $25.00 surcharge fee for this service, check payable to Town of Campbell. Contact Edward Tietje, 607-261-3733, Zoning Officer.

Code Enforcement Officer has up to 30 days to review the Application before a Building Permit is issued and work can be started.

OWNER INFORMATION

Owner Name: _____ Phone #: _____

Mailing Address: _____ Email Address: _____

PROPERTY INFORMATION

House #: _____ Street Name: _____

Nearest Cross Street: _____

Contractor Name: _____ Phone #: _____

Property Tax Map #: _____ Email Address: _____

TYPE OF CONSTRUCTION OR IMPROVEMENT

Underline or Circle all that apply

Commercial Bldg Single Family Dwelling Multiple Family Dwelling Shed Garage Pool Demolition
Change of Use Siding Roof Deck Fence Addition Alteration Heating System Wood / Pellet Stove
Porch Sign Interior Renovation Replacement Windows Portable Storage Unit Septic System, new or replacement
Alarm System Manufactured Home Electrical up-grade Sprinkler System Accessory Structure Fire Repair
Water Heater Other: please describe: _____

Total value of construction MUST include labor allowance! $ _____

Typical construction value in New York State is:

Residential -$110 per sq ft Non-Residential - $50 per sq ft Commercial - $135 per sq ft

Workers' Compensation and Disability Benefits Coverage Requirements for Members of Religious Organizations

If an enterprise is not owned by a religious organization itself, but instead is owned by an individual, partnership, corporation, etc., then the enterprise must abide by the regular New York State coverage requirements for workers' compensation and disability benefits insurance.

In other words, if someone owns a business, it doesn't matter if he/she is Amish, Buddhist, Catholic, Christian Scientist, Hindu, Jehovah Witness, Jewish, Mennonite, Mormon, Muslim, Protestant, or a member of any other religion: regular New York State coverage requirements for workers' compensation and disability benefits insurance apply to that business. Further, the private business is not covered by either the church's insurance or a declaration by the church that its members are self-insured.

Workers' Compensation Coverage Requirements for Religious Organizations

Workers' compensation insurance coverage is not required for a religious organization that only pays its (including sextons), and/or teachers, and/or individuals providing non-manual labor.

To be exempt, must only perform religious duties, and the teachers must only perform teaching duties, Manual labor includes, but is not limited to, tasks such as filing; carrying materials (e.g., pamphlets, binders, or books); cleaning such as dusting or vacuuming; playing musical instruments; moving furniture; shoveling snow; mowing lawns; and construction of any sort.

Instructions for Obtaining Form CE-200 *Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage*

The CE-200 is now an online application. Please remember that applicants are submitting the CE-200 under penalty of perjury, a felony carrying a penalty of four years of jail time. Accordingly, all statements on the CE-200 must be true. Applicants may access the CE-200 application on the Board's website: www.wcb-statetny.us

1. Go to the lower right-hand corner of the Board's Homepage- Click on the last button in the lower right hand corner {*WC/DB Exemptions Form CE-200* (In bright yellow letters)}.
2. Click on *Request for WC/DB Exemption* (Form CE-200).
3. Click the gray button on the bottom (*Select to Access Web-based Application*).
4. Applicants should create their own PIN number (a number that they will remember in the future, such as a birthday)-
5. Follow the rest of the prompts,

It should only take about five minutes to fill out the Exemption Form the first time. Applicants should print, sign and date Form CE•200 and send it to the government agency issuing their permit, license or contract from.

If the applicant is having difficulty in printing the CE-200, please call the Board's CE-200 Hotline at **866-546-9322, then press 1 and then press 3**, and leave a voice message with the certificate numbers, the name of the business, and a contact phone number. The CE-200 will be sent to the business address on the CE-200 within one business day,

Form CE-200 is *site specific!* You must include the address of the project for which you wish to apply for the Exemption, thus a new CE-200 must be submitted for each separate project,

LAWS OF NEW YORK - CHAPTER 439

The **general municipal law is amended by adding n 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) on **ONE** of the following forms that indicate that they are:

- Insured (C-105.2 or U-26.3),
- self-insured (SI-12), or
- are exempt (CE-200),

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-I ,

Form BP-I 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 himself or herself for which the building permit was issued,
- ◊ is not hiring, paying or compensating in any way (including free or discounted rent) 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-I(11/04), 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 (the C-105.2 or U-26.3 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) 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.

Disability Benefits Requirements under Workers' Compensation Law §220(8) — 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: **A).** ***CE-200 Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits coverage;*** **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)

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 (a Felony carrying a penalty of four years of jail time), 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 (including free or discounted rent) 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 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 if appropriate, file a CE-200 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 Phone Number

_____ _____

Property Address that requires the permit | Cell Phone Number

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Sworn to before me this_____ day of_____, 20____

Notary Stamp below:

Signature of Notary Public:

Once notarized, this BP-I form serves as an exemption for both workers' compensation and disability benefits insurance coverage, BP-I (12/08) NY-WCB

ADDITIONAL REQUIREMENTS FOR DWELLINGS:

If you are building a new structure, a major addition or a major renovation:

1. Must Provide Energy Code Compliance — RESCHECK or COMMCHECK Documentation if you will be supplying heat in the building.
2. If new construction OR any renovation exceeding $20,000.00 — you must provide NYS Registered Engineer or Architect STAMPED Plans to include, but not limited to: Foundation type, framing type, all building systems including heating, electrical and plumbing, total square footage, number of baths, number of stories, insulation, length and width, elevations, etc. Must include a statement on plans that "All work will comply with the New York State Uniform Code and the Energy Code of New York."
3. If a new addition increases the TOTAL square footage of an existing structure to exceed 1500 SQ FT, you need to supply a copy of the Engineer's or Architect's STAMPED Plans. See details above
4. Architect / Engineer Name:_____ Phone#:
5. Must include a copy of tax map or survey showing location of all structures on lot with all set-backs clearly identified, location of on-site wastewater disposal system, and names of all adjoining property owners.

If performing a renovation or alteration, where the aggregate square footage does **NOT** exceed 1500 sq ft **and** total value of new work is less than $20,000, you need to supply a drawing (need not be to scale) showing area of work and type of work, I.E.: size and location of joists, studs, rafters, type of construction, depth of footers, location of electric service, windows, doors, piping, fire exits, location of wastewater disposal system, etc.

Additional information required for Manufactured Home:

1. All manufactured homes must have an Installer's Warranty Seal placed on the inside of the master bedroom closet doors. A building permit will not be issued without knowing that the installer is certified to affix such a seal. Please provide a copy of the Installer's Certification from NYS Dept. of State.
2, Must provide a copy of the Engineer's STAMPED Plans for the foundation system.
3. Must include all information from the HUD Number Plate and Manufacturer Name & Serial Number of each section of home, along with Make, Model and year of home.
4, Must include a copy of tax map or survey showing location of all structures on lot with all set-backs clearly identified, location of septic system, and names of all adjoining property owners,

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If doing any gas piping or any electrical work these will need to be inspected by Approved Inspectors - Only the following electrical inspectors have been approved in our area; Lou Aaron - 585-755-1443; Fred Fitch - 607-535-7330, Jay Erb 570-404-2327 All are qualified for both residential & commercial work. For gas piping inspections — check with NYSEG or LP supplier for approved Inspectors. You need to supply a copy of their inspection report after installation to the Building Inspector- They may charge for these inspections and those fees are your responsibility.

If you will be doing ANY excavating or digging for your project,
CALL 1-800-962-7962 at least three days in advance of beginning work.
Penalties up to $7,500 PLUS cost of repairing underground lines if you do not!!

REQUIREMENTS FOR:

1. **Change of use of Land or Structure:**

   Current use: _____

   Proposed Use: _____

   _____

2. **Sprinkler or Alarm System:** You must provide a copy of the Manufacturer Documentation to the Building Inspector along with lay-out of system. Installers MUST SUPPLY a copy of their License to the Building Inspector.

3. **Solid-Fuel Burning Device** Wood / Pellet / Coal / Corn / Outdoor unit, etc.: Include copy of venting requirements and unit specifications from manufacturer's instructions and copy of sales order or receipt with application

4. **New or modified On-site Wastewater Disposal System** (Septic): MUST BE designed by NYS Registered Engineer or Architect. They must also inspect installation and certify system was installed as per original design. You shall provide a copy of design print with application to the Building Inspector and copy of engineer's certification letter to the Building Inspector after installation is complete.

5. **ALL POOLS:** or hot-tubs **capable of** holding 24" or more of water **MUST HAVE** an alarm and be surrounded by a barrier a minimum of 48" tall with self-closing gate or shall be enclosed within structure. The barrier must completely surround the swimming pool and must obstruct access to the swimming pool. The barrier must be at least 4 feet (48 inches) high. The space between the bottom of the barrier and the ground cannot exceed 2 inches. In the case of an above-ground pool, the barrier may be at ground level or mounted on top of the pool structure; however, if the barrier is mounted on top of the pool structure, the space between the top of the pool structure and the bottom of the barrier cannot exceed 4 inches. Any opening in the barrier must be small enough to prevent the passage of a 4-inch diameter sphere through the opening. All gates shall be securely locked with a key, combination or other child proof lock sufficient to prevent access to the swimming pool through such gate when the swimming pool is not in use or supervised. Every swimming pool that is installed, constructed, or substantially modified after December 14, 2006, must be equipped with an approved pool alarm.

6. **DEMOLITION:** You must supply a copy of the Asbestos Survey, as required in Code Rule 56 if you hire ANY Employees or Contractors to perform any of the demolition work OR before the Fire Department burn the structure!

7. **LEAD PAINT HAZARD:** Contractors performing renovation, repair and painting projects that disturb lead-based paint on any structure built before 1978 must be certified and must follow specific work practices to prevent lead contamination. Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips by disturbing lead-based paint, which can be harmful to adults and children. To protect against this risk, EPA issued a rule requiring the use of lead-safe practices and other actions aimed at preventing lead poisoning for major repair or maintenance activities. *Minor repair and maintenance activities are activities*, including minor heating, ventilation or air conditioning work, electrical work, and plumbing, that disrupt 6 square feet or less of painted surface per room for interior activities or 20 square feet or less of painted surface for exterior.

REQUIRED INSPECTIONS

You **MUST** notify the Building Inspector at least 48 hours in advance of any inspection at **607-664-2268** and Permit Holder or Contractor shall notify Building Inspector when work is ready for inspection.

Work shall remain accessible and exposed until inspected and accepted by the Building Inspector!

Footers; Foundation; Preparation for Concrete Slab; Structural Elements; Framing; Insulation and Compliance with Energy Code; Electrical; Plumbing; Septic; Heating, Ventilation, Air-Conditioning System; Fire Resistant Construction; Fire Resistant Penetrations; Solid Fuel Burning Heating Appliances, Chimneys, Flues, or Gas Vents; and Final Inspection after all work authorized by the Building Permit is complete.

Use of the building, item, or project is **PROHIBITED** until after the Final Inspection and Building Inspector has approved work and has issued a Certificate indicating Compliance with NYS Uniform Code.

CHECKLIST

Documents to be included with Application:
Completed Application, payment of Permit Fee, Engineered Plans or Drawings, Contractor's Insurance Documents, Contractors Job Quote, Manufacturer's Specifications (if applicable), Survey or Plot Plan,
Asbestos Survey (if applicable), Energy Code Compliance Documentation (if applicable)

Work must begin within six months of permit issuance, and a permit is good for **ONE YEAR ONLY**,
If your project is not completed within that times you will need to apply for an extension of time — maximum of two extensions will be allowed,

NOTE: Plans, application and all supporting documents that you submit to the Building Inspector are considered to be public information. Portions of the information will only be classified as non-public if you provided specific reasons that would lead the Building Inspector to conclude that they are Trade Secrets.

The fees are exclusive of any other fees or charges incurred in construction projects as may be otherwise mandated by State or Federal Law, Rules or Regulations. Fees include all required inspections performed by the Building Inspector ONLY! Some projects may require inspections or testing by others and those fees are NOT included in Steuben County's fee schedule. **SEE ATTACHED FEE SCHEDULE**

The owner **MUST FILE** any new construction with County of Steuben 911 Department at 607-664-2991.

I hereby acknowledge that:
I am the owner of the above described property or structure; this information is complete and accurate; that all work will be in conformance with the local laws, ordinances and codes of the County of Steuben; that all work will be in conformance with the Energy Code of New York State; that all work will be in conformance with the Uniform Code of New York State; I understand this is an application and not the actual permit and work is not to commence without first obtaining such permit; I give Legal Consent to the Building Inspector to perform all required inspections during normal business hours; that no work will be enclosed or concealed unless Building Inspector gives authorization to do so; that I/We shall not use the item or area until AFTER receiving a Compliance Certificate,' that I/We will not use the property or structure illegally or for purposes other than those listed on this application; and that offering a false instrument for filing in the first degree is a class E felony.

SIGNATURE DATE:_____

TOWN OF CAMPBELL ZONING & BUILDING PERMIT FEES

One or two-family dwelling:	
Zoning Fee	25
New construction up to 1500 square feet of area	200
Each additional 1000 square feet or fraction thereof	100
Installation of manufactured home - Single width unit	150
Double width unit	225
Installation of modular home first sleeping room	100
Each additional sleeping room	50
Garages or other miscellaneous structures	100
Sheds or other utility storage structures under 500 square feet	50
But less than 144 sq. ft. no building permit but needs zoning approval	25
Swimming pools	50
Hot Tubs and/or Spas	60
Free Standing Fence	50
Portable Storage Unit (fee may be returnable upon satisfactory compliance & removal of unit)	100
Installation or repair of On-site Wastewater Treatment System (septic)	60
Additions to existing one or two family dwelling — Each 1000 square feet or fraction thereof	100
Additions — Under 500 square feet garages or other miscellaneous structures	50
Over 500 square feet	100
Alterations or replacement of any electrical) HVAC or plumbing systems	75
Alterations or replacement of any electrical) HVAC or plumbing systems Any solid-fuel burning device, heating system, chimneys & vents, etc.	75
New Roof	50
Demolition of existing one or two-family dwelling or accessory structure	50
Maintenance of a dwelling with an installed value of $5000.00 or less	No Fee
Multiple-family dwelling:	
New Construction -each 1000 square feet of area or fraction thereof Additions or Alterations - Each	200
1000 square feet or fraction thereof	200
Alterations to electrical, HVAC or plumbing systems of multiple-family dwelling	200
Installation or repair of On-site Wastewater Treatment System (septic)	200
Demolition of existing multiple-family dwelling or accessory structure - need asbestos survey	100
Commercial Structure:	
New Construction- Each 1000 square feet of area or fraction thereof	200
Additions or Alterations - Each 1000 square feet or fraction thereof	200
Alterations to electrical, HVAC or plumbing systems of Commercial Structure	200
Installation or repair of On-site Wastewater Treatment System (septic)	200
Demolition of Commercial Structure need asbestos survey	200
Annual Fire & Safe Inspection:	
Non-Profit Organization	N/C
Commercial Structure	50
Each additional separate business within one common commercial structure	25
Multiple-family Structure — per living unit	25
Home-based businesses that allow public entry	30
Flood Plain Development Permit- Required for any development in a Flood Plain	25
Amendment to Approved Permit	25
Renewal of Approved Permit— Maximum of two (2)	50% of original Permit Fee
Off hours inspections will be billed at a rate of $25.00 per Hr. at a min. of 2hrs.=	50

BEGINNING A PROJECT WITHOUT A PERMIT - ALL ARE DOUBLED!

If fee would have been $0.00, Minimum Penalty is $50.00