

## Town of Almond Requirements for Building Permit Applicants

- This application must be fully completed and submitted to the Town Clerk, with permit fees.
- Costs for the proposed work on the Building Permit application must include the costs for all of the construction and other work done in connection with it, excluding of the cost of the land.
- Incomplete applications will not be processed; all pertinent information on the application must be filled in.
- Work for which this permit has been issued shall be inspected at specific stages of construction as designated by the Code Enforcement Officer, (CEO), and as shown on the face of the Building Permit; it is the responsibility of the owner, applicant or agent to schedule such inspections.
- Work being performed must be done in accordance with description of plans and specifications submitted and by such special conditions that may be indicated on the face of the issued permit.
- Any deviation from the approved plans must be reviewed and authorized by the Code Enforcement Officer.
- Work will be inspected prior to enclosing or covering any portion thereof and upon each stage of construction, alteration or demolition as designated on the face of the building permit.
- Construction, including preparation work will not begin until a permit has been approved and issued by the Code Enforcement Officer and no changes will be allowed without the approval of the Code Enforcement Officer.
- Construction will not continue and faulty work will not be covered up or hidden in any way in the event the CEO posts a Correction List or Stop Work Order and those necessary corrections will be completed before the next point of inspection.
- The issued Building Permit shall be posted in a conspicuous location on the work site at all times during construction and be protected from damage by the elements of weather.
- The building nor a portion of the building shall not be occupied until a final inspection of the premises has been carried out by the CEO and a Certificate of Occupancy has been issued.
- A list is required and is to be affixed to the Building Permit application of all contractors and subcontractors including proof of Liability insurance protection and Workman's Compensation protection. If any portion of the work is to be performed by the property owner the Affidavit, (BP-1), at the end of this permit must also be completed.
- If a Residential Building or a portion of it is to be used as a Business, it must be specified at time of application.
- Once all elements of the project are complete and all required inspections have been successfully completed a Certificate of Occupancy or Certificate of Compliance/Completion will be issued.
- If the Allegany County Fire Coordinator has not previously assigned a County Fire Address number, application shall be made by the property owner. A building number must be assigned before the issuance of a Certificate of Occupancy.

Fee \_\_\_\_\_

Fee Collected By: \_\_\_\_\_ **TOWN OF ALMOND**

## GENERAL BUILDING PERMIT APPLICATION

**This is not a Building Permit.** A Building Permit will be issued by the Code Enforcement Officer following a review of this application. If this application is incomplete or the submitted plans and specifications do not comply with the code, the application will be returned to the applicant for corrections.

Property Owner: \_\_\_\_\_ Mailing Address: \_\_\_\_\_ Tax ID # \_\_\_\_\_

Building site address: \_\_\_\_\_ Proposed Start Date \_\_\_\_\_

City/Township/ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_

Cost Estimate, not counting property cost: \_\_\_\_\_

Existing use of building: \_\_\_\_\_

Intended use of building or addition: \_\_\_\_\_

**If contractors are used, attach a list of all contractors with addresses and attach insurance certificates.**

### **NATURE OF PROPOSED WORK**

- |                                                          |                                               |
|----------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Construction of new Building    | <input type="checkbox"/> Addition to Building |
| <input type="checkbox"/> Alteration to existing Building | <input type="checkbox"/> Demolition           |
| <input type="checkbox"/> Change in occupancy or use      | <input type="checkbox"/> Renovation           |
| <input type="checkbox"/> Manufactured Housing            | <input type="checkbox"/> Building relocation  |
| <input type="checkbox"/> Recreational Building           |                                               |

### **TYPE OR USE OF BUILDING**

- |                                          |                                          |
|------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Residential     | <input type="checkbox"/> Seasonal        |
| <input type="checkbox"/> Mixed Use       | <input type="checkbox"/> Storage Rentals |
| <input type="checkbox"/> Business        | <input type="checkbox"/> Agricultural    |
| <input type="checkbox"/> Private storage | <input type="checkbox"/> Rental Storage  |
| <input type="checkbox"/> Industrial      |                                          |
| <input type="checkbox"/> Assembly        |                                          |

---

**A BUILDING PERMIT WILL NOT BE ISSUED IF ANY INFORMATION ABOVE IS OMITTED**

---

**BUILDING SPECIFICATIONS:** Fill in all information for proposed work. Submit drawings, or blueprints with this application for review by inspector.

**Type of construction:** Wood Frame \_\_\_\_ Pole Frame \_\_\_\_ Masonry \_\_\_\_ Steel \_\_\_\_ Other \_\_\_\_\_

**Basement:** Type \_\_\_\_\_ No Basement \_\_\_\_\_ Crawlspace \_\_\_\_\_

Footer Depth (42 inch Minimum): \_\_\_\_\_ Footer Dimensions: \_\_\_\_\_ Reinforcement Bar size: \_\_\_\_\_

**Framing:** Outside Wall Studs: Size: \_\_\_\_ X \_\_\_\_", spacing on center: \_\_\_\_", Ceiling height \_\_\_\_\_ ft.

Floor Joists Size, First floor: \_\_\_\_ X \_\_\_\_" spacing on center: \_\_\_\_" Length: \_\_\_\_ ft. Unsupported Span: \_\_\_\_\_

Floor Joists, Second Floor: \_\_\_\_ X \_\_\_\_" spacing on center: \_\_\_\_" Length: \_\_\_\_ ft. Unsupported Span: \_\_\_\_\_

Ceiling Joist Size: \_\_\_\_ X \_\_\_\_" Spacing on center: \_\_\_\_" Length: \_\_\_\_ ft. Unsupported Span: \_\_\_\_\_

Interior wall finish, Paint, paneling, etc.?: \_\_\_\_\_

**Roof:** Sheathing material: Type: \_\_\_\_\_ Thickness: \_\_\_\_" Type of Roofing: \_\_\_\_\_

Type of Roof: Rafters \_\_\_\_ Rafter Size: \_\_\_\_ X \_\_\_\_ Trusses \_\_\_\_ Roof Pitch \_\_\_\_\_ spacing on center: \_\_\_\_"

Length: \_\_\_\_ Unsupported Span: \_\_\_\_ Snow Load \_\_\_\_ psf.

**Insulation-Values:** Ceiling: \_\_\_\_ Walls: \_\_\_\_ Floors: \_\_\_\_ Type of Insulation: \_\_\_\_\_

**PLAN OF PROPOSED CONSTRUCTION:**

In the space below, indicate the location, shape and size of the property, the location, size and setbacks of proposed building from property lot lines and the location of all existing buildings. Identify existing buildings and proposed building.

Use this space to draw a diagram of Plot and location of Project with Setback distances. Show location of Well and Septic systems.

Work for which a permit has been issued shall be inspected at appropriate stages of the project, as indicated on the Building Permit. Work shall be inspected prior to enclosing or covering up of any electrical work, plumbing, heating, ventilating or air conditioning systems. It is the responsibility of the Contractor, Owner, Applicant, or Authorized Agent to inform the Code Enforcement Officer that the work indicated on the Building Permit is ready for inspection and to schedule such inspections before covering any work or structural elements.

APPLICANTS CERTIFICATION: I hereby certify that I have read the instructions, have examined this application, and know the same to be true and correct. Furthermore; the Applicant being duly sworn, says that he is the owner or authorized agent for which the forgoing work is proposed to be done, and that he is duly authorized to perform such work and that all workman on the site are covered by contract or compensation insurance, and that all work will be performed in accordance with all existing State Laws and Ordinances.

Signature of Applicant or Authorized Agent: \_\_\_\_\_ DATE \_\_\_\_\_

Send applications with payment to the Almond Town Clerks Office at:  
1 Marvin Lane  
PO Box K  
Almond, NY 14804  
Attn: Code Enforcement Officer

# 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 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 Telephone Number \_\_\_\_\_

Property Address that requires the building permit:

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

|                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------|
| <p><i>Sworn to before me this _____ day of</i><br/>_____, _____.</p> <p><i>(County Clerk or Notary Public)</i></p> |
|--------------------------------------------------------------------------------------------------------------------|

Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.