COMMERCIAL BUILDING PERMIT

BOBBI ELDERKIN
TOWN OF LYNDON BUILDING INSPECTOR &
CODE ENFORCEMENT OFFICER
852 Lyndon Center Rd
716-676-9928 (Office)
716-623-9296(Cell)
lyndoncode@yahoo.com

To: All Commercial Applicants,

Applications for building permits are required for all buildings within the Town of Lyndon including Agricultural. Per New York State, Agricultural Buildings are not subject to inspections, therefore the fee for Agricultural use is waived.

Please be advised, that anyone who does work for another is considered to be a contractor, and therefore is required to carry Liability Insurance to protect the Homeowner, Utility Companies, and the Town of Lyndon from any accidents during construction.

Please have all of the contractors, (i.e. Electric, Plumbing, Carpentry, Excavation, Landscaping, Block and Concrete) provide a Certificate of Insurance of at least $400,000 of insurance coverage before beginning construction.

It is also required by State Law that before any digging of any kind commences, that the **UFPO** is notified at least 2 full working days before starting any such work. **Call 811** to report your plan to dig.

REMEMBER, IT IS YOUR RESPONSIBILITY TO NOTIFY THE CODE ENFORCEMENT OFFICER OF ANY CHANGES OR INSPECTIONS THAT ARE READY TO BE DONE. Thank you in advance for your cooperation and good luck with your project.

Sincerely,
Bobbi Elderkin
Lyndon Code Enforcement Officer &
Building Inspector

Permit Application Procedure

1. Obtain a Permit Application and specifications from the Town Clerk or Town Website lyndontown.org and **fill it out completely**. Fill out only the information that pertains to the project that you are doing, and you **MUST** include your Tax Map Number with express directions to the Property.
2. Return the completed application along with 2 sets of plans or sketches and the proper fee to the Town Clerk to be forwarded to the Building Inspector. Plans must show the basic size of the structure, floor plans, a three dimensional view of the structure, a list of materials and a plot plan (view of the property and the location of all structures, septic, water, and roads).
3. The completed application must be filed at least 20 days prior to the anticipated starting date of the project.
4. The Building Inspector will review the permit application and the plans to make sure that they comply with all applicable codes and laws. If there are any violations, they will be noted and the plans returned to the applicant for correction. A permit will be approved and issued when the plans comply with all necessary code laws. (Note: if plans must be resubmitted to the inspector, it is not necessary to pay any additional permit fees.)
5. **THE PERMIT AND SET OF PLANS MUST BE ON THE PROJECT SITE AT ALL TIMES.**
6. A Certificate of Insurance, for all contractors, which will be working on the project, for at least $400,000.00, also proof of compliance with mandatory coverage provisions of the Worker's Compensation Law, will be filed with the Building Inspector, before any work will be permitted to commence. (A contractor is defined as anyone who does work for someone else for pay, money or barter.)
   Homeowners to file Form BP-1 (12/08)
   Exception:
   A building permit is NOT required for the performance of necessary repairs that do not involve material alteration of the structural features, and / or plumbing, electrical or HVAC systems, including for example, the replacement of siding and patching of roofing materials less than 25% of the whole roof, of the same kind and quality. Such work shall nevertheless, be done in conformance with the Uniform Building Code. Everything else will require a permit

   Note: The Commercial Owner (or their Agent) is responsible for notifying the C.E.O/Building Inspector and getting the Inspections done.

   BUILDING PERMITS ARE VALID FOR ONE YEAR.
   RENEWING BUILDING PERMITS: In the event that a building permit must be renewed, a fee equal to 50% of the original building permit fee will be charged prior to re-issuance. Building Permits can be renewed three concurrent times only. At that expiration, application for a new building permit with associated fees will be instated.

Town of Lyndon
Commercial Building Permit Fee Schedule

PLEASE NOTE IF BUILDING IS STARTED BEFORE GETTING A PERMIT THE FEE'S ARE DOUBLE.

Open to Public Commercial Building – Any Building open to the public that sells produces goods or services for revenue.
FEE ---------- $500.00 + .05/sqft

Closed to Public Commercial Building – Any Building not open to the public that produces goods or services for revenue.
FEE ---------- $500.00 + .05/sqft

Remodeling –
Structural Change FEE ---------- $100.00
Increase of Commercial Space FEE ---------- $100 + .05/sqft

Apartment Building –
FEE ---------- $1,000 + $100 per apartment

Re-Roofing –
FEE ---------- $100.00

Green House – Open to the Public
FEE ---------- $100 + .05/sqft

Electronic Signage –
FEE ---------- $50.00

Demolition –
FEE ---------- $50.00

Change of Use – From non-residential (example: shed, barn, garage) to a residential dwelling (example: house, cabin, or any dwelling a person or persons will be living or staying in) also a engineers stamped blue print that is approved by the Code Enforcement Officers will be required regardless of the size of the structure.
FEE ---------- $1,000.00

Solar Panels – Commercial Installation
FEE ---------- $2,500.00 per 10 Megawatts

Wind Turbine Installation –
Commercial – Cost Per Unit
FEE ----------$5,000 + $1,000 each

New/ Replacement 911 Address Sign –
FEE ---------- $25.00

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)

_____ Home Telephone Number _____

(Homeowner's Name Printed)

Property Address that requires the building permit:

_____

_____

_____

_____

Sworn to before me this _____ day of

_____, _____.

_____

(County Clerk or Notary Public)

Once notarized, this BP-1 form 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),
- 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-1 (12/08).

- 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(12/08), 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.

Instructions:

1. Provide line drawings for additions/alterations to existing structures on attached sheets.

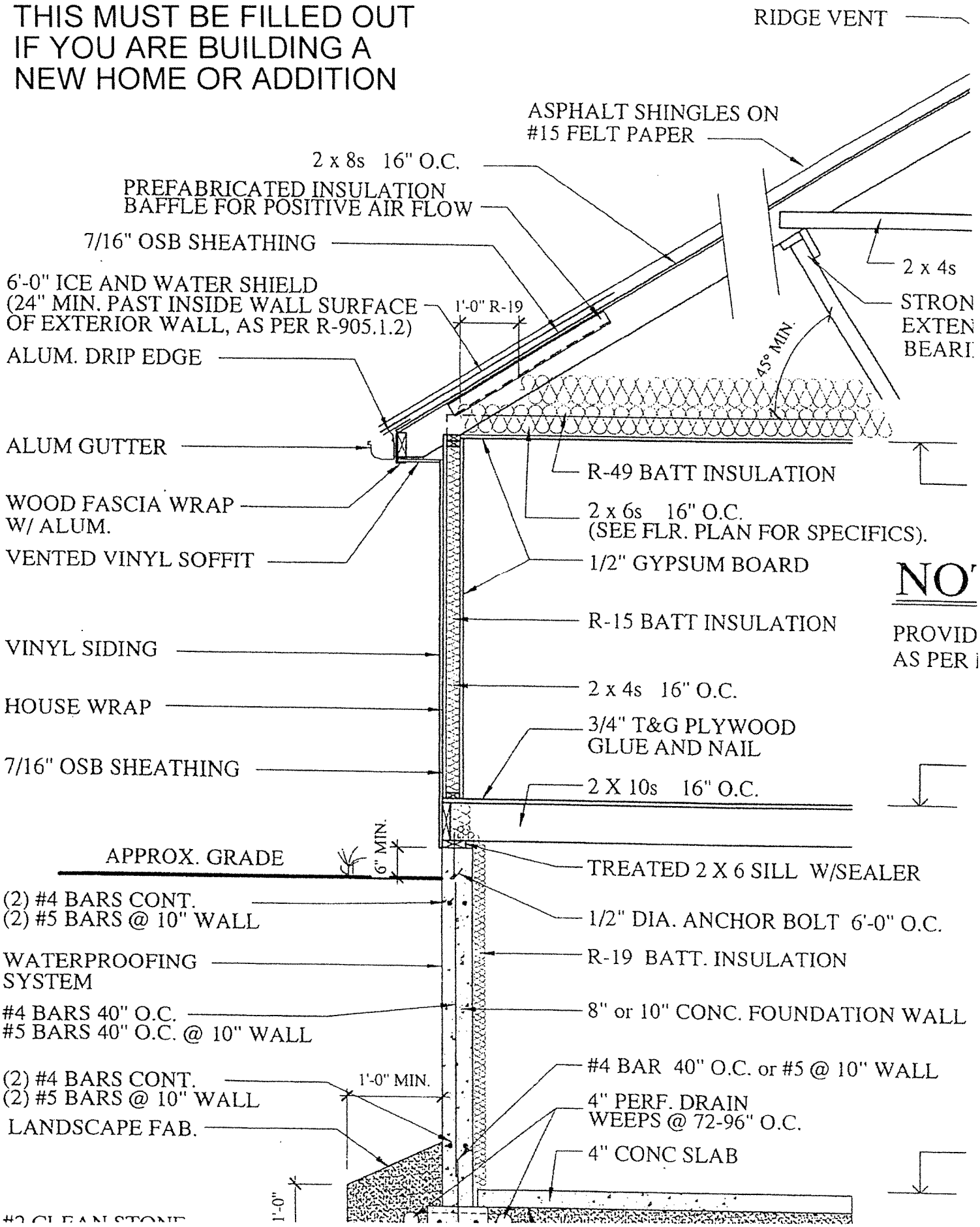
2. Use attached sheet(s) for new buildings and structures, blue prints/plans drawn to scale, including:
   A. Overall dimensions
   B. Plot plan
   C. Floor plan
   D. Foundation plan
   E. Framing planning including: material sizes and descriptions
   F. Typical wall cross-section from bottom of foundation to top of peak- showing all material.
   G. Electrical, heating, plumbing, insulation, and ventilation information.
   H. Window and door information.

3. Drawings for Commercial structures over 1,500 sq. ft. require Architect/Engineer seal and signature on plans and drawings.

4. Please print the application form out or pick one up from the Town Clerk. Once completed please mail or drop off application and all necessary blue prints and forms to the Town Clerk with a check for the corresponding amount made out to the Town of Lyndon. If bringing the application to the Town Clerk you can also pay in Cash. (Credit Card payments will be available soon both online and in the Town Clerk's Office)

5. Building Permit Applications **MUST** be submitted at least **20 DAYS BEFORE** you're building project is set to begin.

THIS MUST BE FILLED OUT IF YOU ARE BUILDING A NEW HOME OR ADDITION



Commercial Building Permit Application

Town of Lyndon
852 Lyndon Center Road
Cuba, New York 14727
Code Enforcement Officer: Bobbi Elderkin
Cell Phone: (716) 623-9296 Email: lyndoncode@yahoo.com

PLEASE FILL OUT ALL REQUIRED INFORMATION OR THE APPLICATION WILL NOT BE ACCEPTED. PLEASE NOTE THAT BY PAYING AND SUBMITTING THIS APPLICATION TO THE TOWN CLERK IT DOES NOT MEAN YOU HAVE A BUILDING PERMIT. THE TOWN CLERK WILL FORWARD THE INFORMATION ON TO THE CODE ENFORCEMENT OFFICER FOR REVIEW. ONLY THE CODE ENFORCEMENT OFFICER CAN ISSUE A BUILDING PERMIT.

Property Description Number / Tax Id Number: _____

Property Owners name and address: _____

_____

Property Owners phone number: _____

Address of worksite: _____

_____

Builders name and address: _____

_____

Describe Project & Building Use: _____

_____

_____

Structural Specifications
Length: _____ Width: _____ Height: _____ Sq. Footage: _____

Type of Foundation: _____ Type of Heating System: _____

Cost of Construction: $_____ Fee for Permit: $_____ (Payable to Town of Lyndon)

I hereby apply under the Building codes of New York State and I certify that the statements contained in the application are true to my knowledge. I also authorize the Code Enforcement Officer to inspect the premises of a building/construction permit. I understand that making false statements on this document is punishable by law.

Owners Signature: _____ Date: _____

AGENCY USE ONLY
Application: Approved _____ Denied _____ Date issued _____
Reason: _____

_____

Fee: $_____ Paid ___ Unpaid ___ Paid by: Cash ___ Check _____ Permit number: _____

_____ _____
Signature of Code Enforcement Officer Dated