

TOWN OF LITTLE VALLEY

Cattaraugus County, New York
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Code Enforcement Officer
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REQUIREMENT FOR OBTAINING AND RETAINING A BUILDING PERMIT

Complete legible building permit application and proper fee.

Current property survey of parcel in which building will be constructed.

Site map of immediate parcels surrounding the parcel where new construction is being proposed.

Letter from the Town of Little Valley Planning Board, granting approval for project including but not limited to Special use permit, variance ect. If requested.

A permit to construct a small sewage disposal system from the Cattaraugus County Health Department.
(716) 938-9111 EXT 2474

A complete set of stamped plans issued in the year in which the construction will begin from a New York certified engineer or architect. The property owners name and address where building is to be located must be listed on the set of plans. Plans must include the structural, foundation, complete mechanical layouts, plumbing, heating, electrical, energy, wind, snow load compliance, diagrams, charts, ect. Complete contact information from the engineer including name, address, phone and fax numbers.

Proof of coverage or exemption for New York State Workman's Compensation and Disability board for **all** contractors performing work on property. 1-866-211-0645.

Current Liability Insurance documentation from all contractors hired stating coverage amounts and listing job site address where work is being performed.

Several inspections are required and are listed on the front of the building permit. Applicant assumes responsibility to notify Code Enforcement Officer at each stage and not to proceed further until the inspection has been completed and CEO has signed the permit for that particular stage.

All construction must comply with the New York State Building Code Rules and Regulations.

* Due to the time necessary for review, a permit may not be issued immediately but within a reasonable amount of time.

* The Engineer or Architect must approve and deviation of work from the approved plans. Subsequent approval must be documented and resubmitted to the Code Enforcement Office before continuation to the next stage of construction.

* Any additional construction beyond the plans will require a new permit.

* It's the Law! Call UFPO 2 working days before you dig! 1-800-962-7962

* Copies of concrete receipts are required for all foundations, slabs, piers ect. **before** framing construction or replacement of home beings. Drainage inspection must be completed by CEO **before** backfill. Building permit must be signed by CEO.

*Manufactures requirements for installation of all Solid fuel burning appliances must be submitted to the Code Enforcement office prior to installations of appliance. Building permit application must be updated and building permit countersigned by CEO.

* Certificate of Occupancy's will be issued to homeowners/property owners regardless of who applies for the building permit.

* Applicant must contact the Town of Little Valley Highway Superintendent (Tom Crouse) for driveway entrance approval to the property. Upon completion of the driveway applicant will mark entrance with stakes. Property owners name must be clearly observed on stakes. Town Clerk will then issue the proper property address number.

Applicant (homeowner) agrees to comply with the building code and notify the Code Enforcement Officer regarding inspections and not to proceed beyond until Building Permit is signed by the CEO. Applicant agrees to provide CEO with Workman's Compensation and Liability Insurance documents for all contractors on worksite. Applicant acknowledges failure to comply with either will result in a Stop Work Order issued at the project until CEO is satisfied with compliance. Any contractors found to be in violation or performing work without a building permit will be fined and may not be entitled to perform work in the Town in the future

Printed Name: _____ Signature: _____
(Property owner, (Contractor), (Architect))

Business Name: _____

Business Address _____ City, State, Zip: _____

Business Number: _____ Cell Phone: _____

Road name where work is to be performed: _____

APPLICATION FOR BUILDING PERMIT

Permit Issued _____

Permit # _____

Phone # _____

Tax Map Number: _____

The applicant agrees to comply with all applicable laws, ordinances and regulations:

Owner's Signature _____ Print Name _____

Address _____

Plans and Specifications for _____

Type of Construction _____

Dimensions: Front _____ ft. Deep _____ Stories _____

Estimated cost of Proposed Construction _____ Square Footage of Construction _____

Address of Proposed Construction _____

Zone of Proposed Construction _____

Intended Use and Occupancy _____

Contractor _____

Plans Filed _____ Approved _____ Not Approved _____

Size of Lot: Front _____ ft. Deep _____ ft. Rear _____ ft.

Lot Occupancy not more than _____ per cent.

Distance from Street Line to Building. In Front _____

Side Lot Line _____ ft. and _____ ft. Rear Line _____ ft.

Owner _____ Address _____

Fee \$ _____ Make payment to Town of Little Valley

Permit Expires Twelve (12) months after Date of Issuance

Do you have liability Insurance? _____ Workmen's Compensation Insurance? _____

Disability Benefits Law Insurance? _____

Does the Applicant agree to meet the requirements of the Cattaraugus County Health Department Sanitary Code and State Plumbing Code _____

SOLID FUEL BURNING APPLIANCE

Make and Model Number _____

Material under Appliance _____

Material on walls behind Appliance _____

Manufacturers recommended Distances from nearest walls _____ Flue Size _____

**FEE SCHEDULE
Town of Little Valley**

BUILDING PERMIT:

All Construction & Alterations

.15¢ per sq/ft with a minimum \$10.00 fee

BUILDING WITHOUT A PERMIT

\$100.00 + building permit fee, additional \$100 for every 30 days after notification of violation

Permit Renewal \$10.00

Certificate of Occupancy \$20.00

Demolition Fee \$20.00

911 Sign Fee \$35.00

Swimming Pool

Above Ground \$20.00

In Ground \$50.00

Stove Permit \$5.00

Chimney Permit \$5.00

Trailer Permit \$5.00

Inspection Fee \$5.00

****IF NEW BUILDING, APPLICATION MUST BE ACCOMPANIED BY TWO (2) SETS OF PLANS****



Call 2 days before you dig, IT'S THE LAW!

1-800-962-7962

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:

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

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.



