

DEPARTMENT OF BUILDINGS
TOWN OF MAMAKATING
2948 STATE ROUTE 209
WURTSBORO, NEW YORK 12790
TEL. (845) 888-3030 FAX. (845) 888-2707

SEPTIC PERMIT APPLICATION

Date Submitted: ___ / ___ / ___ Zone: _____ Section: _____ Block: _____ Lot: _____

Attachments which must be submitted with this Completed Signed Application:

Plot Plan (Must be drawn and show a detailed description of property listing all buildings, accessory structures, well and septic locations with all set back dimensions.)

Two Complete Sets of Engineered plans (Showing detailed proposed construction and specifications of proposed construction. Plans and specifications shall describe nature of work to be performed, the materials and equipment to be used.)

Copy of Deed (Showing ownership)

A Copy of your Paid Property Taxes

Property Owner's Name: _____

Property Owner's Mailing Address: _____ Phone#: _____

Email address: _____

Street Address of Proposed Work: _____

Name of Engineer: _____ Phone #: _____

Name of Contractor/Builder: _____ Phone #: _____

_____ I am the Homeowner and I am doing the work myself. I have completed the Affidavit of Exemption and have provided proof of my Homeowners Insurance.

_____ I am hiring a Contractor and have provided proof of Workman's Compensation and Liability Insurance.

Fee: \$50.00

To Correct a Violation \$150.00

This permit will be granted upon the basis of the information contained in the application. Your permit should be kept on site and the Number clearly visible from the road, while work is being done.

Description of proposed work (check one)

_____ **New system or replacement of total.** _____ **Repair**

If there will be replacement of the septic tank the number of bedrooms in the house Must be indicated here _____ and the type and size of the tank indicated here _____.

APPLICATION FOR BUILDING PERMIT

Pursuant to New York State Uniform Fire Prevention and Building Code and Town Ordinances

INSTRUCTIONS

- This application must be completed and submitted with proof of ownership to the Code Enforcement Officer
- A plot plan showing location of lot and buildings on premises, relationship to adjoining premises or public streets or areas, and showing well and septic locations must be submitted with this application
- This application must be accompanied by two (2) complete sets of plans showing proposed construction and two (2) complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed, details of structural, mechanical, electrical and plumbing installations.
- **New construction and additions impacting an existing septic system must include a septic system design with your as well as all neighboring well locations that has prepared and stamped by a New York State licensed professional engineer.**
- If proposed driveway enters a town road, a town highway permit required. County and State highway permits must be obtained from the appropriate jurisdiction. Gradients may not exceed 14% and surveyor certification of such may be required.
- A certificate of Workmen's Compensation made out to the Town of Mamakating or an appropriate waiver is required for all permits.
- The work covered by this application may not be commenced before the issuance of a building permit.
- Upon approval of this application, the Code Enforcement Officer will issue a building permit to the applicant together with approved duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises, available for inspection throughout the progress of the work.
- The clear cutting of more than one acre without approvals for the Town Planning Board is prohibited.

Every building permit shall expire if the work authorized has not commenced within six (6) months after the date of issuance or has not been completed within the time granted for said construction.

Note: No building shall be occupied or used in whole or part for any purpose whatsoever until a Certificate of Occupancy has been granted by the Code Enforcement Officer.

Required Inspections that must be requested by applicant

- Inspection #1:** Site Inspection.
- Inspection #2:** When footing forms and rebar are in place, prior to concrete
- Inspection #3:** When wall forms and rebar are in place, prior to concrete
- Inspection #4:** When foundation is completed and waterproofed and footing drains are installed and stone, fabric & hay are in place.
- Inspection #5:** When floor has plastic and wire installed, prior to concrete
- Inspection #6:** When framing and roof are completed, stairs must be installed, rough electric installed and inspected, rough plumbing in place with pressure test on for Building Inspector to witness
- Inspection #7:** Ice & Water Shield.
- Inspection #8:** Insulation must be completed – (No Sheetrock) All vertical holes between floors, ceilings, wires, plumbing and etc. must be sealed.
- Inspection #9:** When septic is completely installed and prior to covering Building Inspector to witness. Engineers sign off / verification in writing with signature & stamp.
- Inspection #10:** Final – Building must be completely finished, interior & exterior, septic final, final "as built" survey, 911# posted, water test, well log, driveway final and final electric inspection. All of the above must be obtained prior to final scheduling final walk through inspection.

- **The septic system and field may not be covered before being inspected by this department. Those covered must be uncovered for inspection.**

Application is hereby made to the Building Department for the issuance of a Building Permit pursuant to Article II. Septic Systems [Adopted 10-4-1990 by L.L. No. 7-1990]

§ 155-4. Permit required for new systems; design. - All new septic systems in the Town of Mamakating will require a permit from the Building Department. Each application for a septic permit will be accompanied by a septic design from an engineer licensed to practice in New York State.

§ 155-5. Alterations or additions. - The same requirement will hold true for an existing septic system where application is made to the Building Inspector for an alteration or addition to real property which includes the addition of any bedrooms.

§ 155-6. Repairs. - **A.** Any repairs made to an existing septic system have to be approved by the Town Building Inspector. **B.** The Building Inspector has the right, in the case of repair, if he feels it is substantial enough, to require the homeowner to submit to him an approved plan by a New York State licensed professional engineer.

- It is the policy of this department to abandon and destroy, without notification, any application that has been left dormant by the owner or agent thereof for 90 days.
- **Every building permit shall expire if the work authorized has not commenced within six (6) months of issuance of permit (Meaning no inspection performed within the first 6months) or has not been completed within allotted expiration date.**
- **NO BUILDING/ACCESSORY STRUCTURE/SEPTIC OR WELL SHALL BE OCCUPIED OR USED IN WHOLE OR PART FOR ANY PURPOSE WHATSOEVER UNTIL A CERTIFICATE OF OCCUPANCY OR COMPLIANCE HAS BEEN GRANTED BY THE BUILDING INSPECTOR.**
- **All fees paid in relation to such application shall be non-refundable and non-transferable**

The applicant has read the above and by signing below agrees to comply with all applicable laws, ordinances, and regulations:

Signature of property owner

Phone Number

Date

Mailing Address

Please Note
*Inspections Must Be Scheduled 24 Hours In Advance
 By Speaking Directly To The Clerk
 *845-888-3030 or 845-888-3032**

***INSPECTIONS REQUESTED ON THE VOICE MAIL WILL NOT BE SCHEDULED *
 A FINAL INSPECTION IS REQUIRED FOR ALL BUILDING PERMITS**

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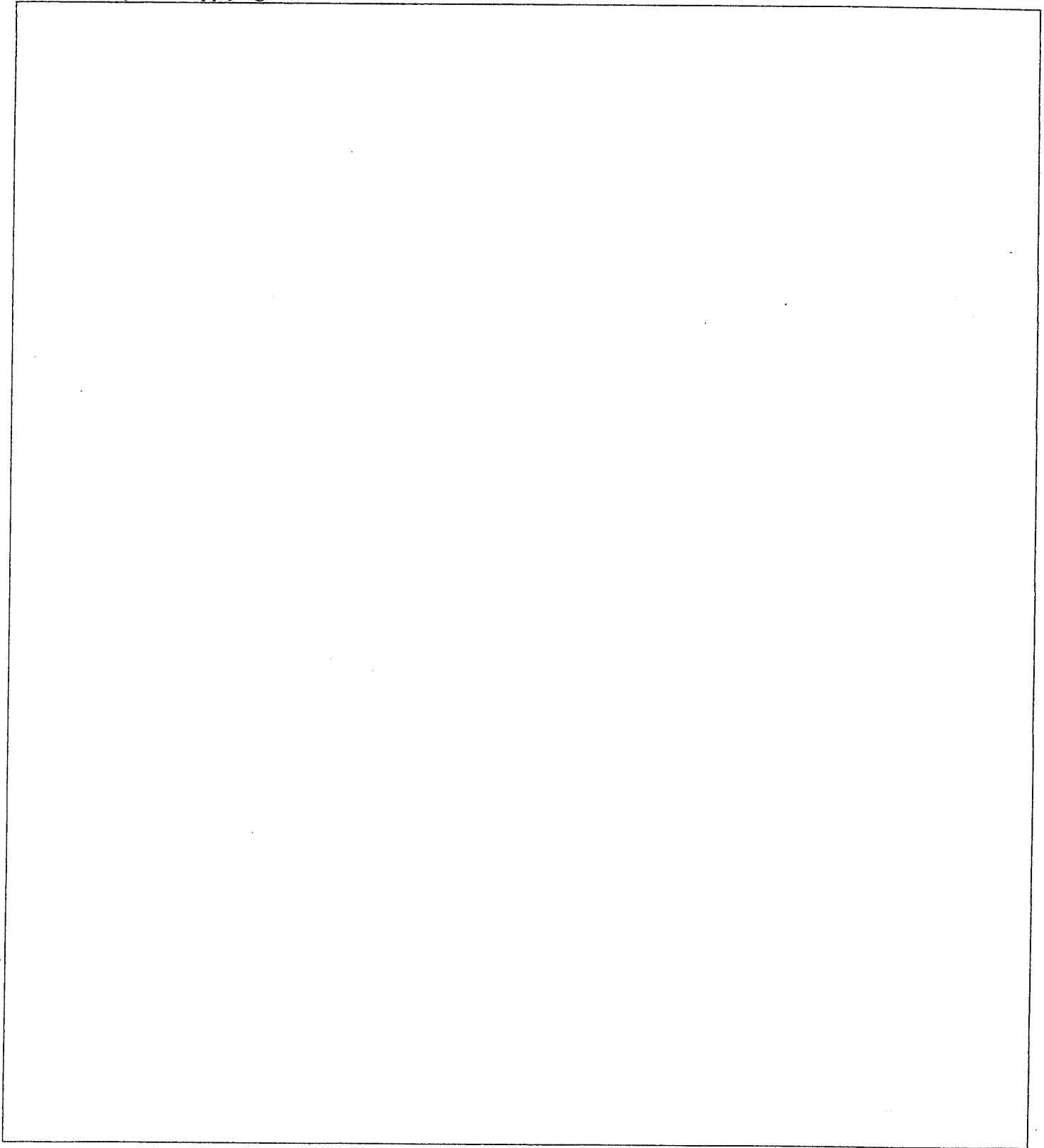
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Plot Diagram: Clearly Locate ALL Buildings/Structures, Well & Septic. Locate proposed Alteration to your property site plan for which you are applying.



Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

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
- ♦ 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:

BP-1 (3/99)

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

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 and Business Owners

For businesses 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 (C-105.21),

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(3/99).

- ◆ Form BP-1(3/99) 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(3/99), 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.

Application Check List

- Completed Application
- Signed Application By Property
Owner
- Proof of ownership (Deed)
 - Two (2) Sets of Plans
 - Plot Plan
- Copy Of Paid Property Taxes
- Insurance (Workmen's Comp)
- Driveway permit (New Home)

**Please allow 10 days for review
process**

