

Village of Dannemora

ZONING ENFORCEMENT OFFICER

121 Emmons Street • P.O. Box 566

Dannemora, New York 12929-0566

(518) 492-7000

Fax (518) 492-7548

PROCEDURE FOR OBTAINING A BUILDING PERMIT AND ZONING PERMIT

1. Fill out an application for a building and zoning permit form
2. Sign the application before a Notary Public.
3. Attach a plot plan showing the dimensions of the lot and all buildings on the lot, the distance from the lot lines to existing and proposed buildings.
4. Do not forget your plot plan, floor plan and your blue prints with the Building Permit Application.
5. If the application is NOT complete, NO permit will be issued. If the Zoning, NYS Fire Codes and Building Codes are met, a permit will be issued.
6. Your Building Permit is valid for **ONE YEAR** from the date issued. You must renew the permit or have a Final Inspection before the permit expires.
7. **YOU** are responsible to notify the Code Enforcement Officer when you are ready for inspections as stated in your permit.
8. You must have a Final Inspection before you can use the building.
9. NO permit shall be required for a small (100 sq. ft. or less) non-commercial uninhabited structure in the Village.
10. If the requirements are not met, the applicant may:
 - a. Alter plans to meet the requirements.
 - b. Request a variance to the Zoning Ordinance from the Zoning Board of Appeals.
 - c. Withdraw the application.

IF YOU HAVE ANY QUESTIONS CONCERNING THE PERMIT CALL THE CODE/ZONING ENFORCEMENT OFFICER BYRON W. WING AT 492-2286.

PLEASE NOTE: Requests for water and sewer hookups must be made in writing to and approved by the Village Board at least 30 days prior to the anticipated date needed. I hookups will be done after October 1 each year except for emergencies.

PLEASE ALSO NOTE: Applicants for construction of new homes should contact the Clinton County Office of Emergency Services at 565-4685 before the new structure has been built or put on a foundation to obtain the E911 address which will be needed for electrical and telephone service.

BYRON W. WING
CODE/ZONING ENFORCEMENT OFFICER

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Permit Fee Schedule

New Single and Two- Family Dwellings:

Up to 1500 Sq Feet	100.00	<u>Renewal Fee</u>	15.00
With garage add	25.00	Or 10% of original fee, which	
With Basement add	20.00	Ever is larger. 1yr renewal full	
Over 1500 add .10 per sq. ft after 1500		permit fee if longer.	

Multiple Dwellings

First Unit	200.00
Each Ad'l unit	50.00
Basement add	25.00
Att. Garage add	25.00

<u>Temporary CO</u>	20.00
6 months, if not finished full fee	
for extension.	

Zoning Board of Appeals

Area Variance	25.00
Use Variance	50.00

Additions , Alterations, or Repairs

0 - \$10,000	25.00
\$10,001- \$25,000	50.00
Over \$25,000	100.00

Inspections

Any Inspection requested other	
than open permit (Foster Care,	
Boarding Home, Fire, etc)	20.00

Garages

Single (to 14' wide)	35.00
Over 14' to 28' wide	50.00
Over 28' wide	75.00

Demolition Permits

Accessory Structure	20.00
Primary Building	50.00
Partial Building	25.00

Commercial

New Construction	100.00
First 1500 ft, then .15 per ft after	

Pools

Above Ground	25.00
with deck	40.00
In-ground (with fence)	50.00

Renovations-Commercial

\$0-\$10,000	25.00
\$10,000-20,000	75.00
\$20,000-50,000	100.00
Over \$50,000	\$2.00 per \$1000.00

Miscellaneous

Sheds (over100 sq FT)	25.00
Woodstove, Outdoor Boiler	25.00
Post fire (noncompliant)	30.00
Chimney Permit/Inspect.	20.00
Trailer(replace)+Variance	75.00
Sign	25.00

Planning Board Permit	20.00
Site Plan Review	25.00

If no Building Permit

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Application Fee: _____

Application No. _____

Date Paid: _____

Zone: _____

APPLICATION FOR BUILDING AND ZONING PERMIT

Name: _____

Telephone No. _____

Address: _____

Date: _____

Tax Map ID: _____

DIRECTIONS FOR COMPLETING THIS APPLICATION:

1. Deliver; or mail this completed application at least two (2) weeks before desired start date with appropriate fee to:

Village of Dannemora
PO Box 566
121 Emmons Street
Dannemora, New York 12929

2. Please sign application and have signature notarized.

3. A plot plan showing the dimensions of the lot and the distance from the lot lines to the existing buildings must be submitted. If cost of construction is \$10,000 or higher, or involves 1,500 square feet plans must be signed and stamped with a seal of a registered architect, or a Licensed Professional Engineer of New York State.

Application is hereby made to:

☐ Renovate

☐ Pool

☐ Use

☐ Deck

☐ Build

☐ Electrical Entrance

☐ Repair

☐ Residence

☐ Alter

☐ Garage

☐ Extend

☐ Storage Shed

☐ Remove

☐ Fence

☐ Demolish

☐ Sign

☐ Occupy

☐ Porch

☐ Upgrade

☐ Commercial Business

☐ Replace/ Install

☐ Industry

☐ Other _____

☐ Barn

☐ Mobile Home

Structure or land is located at: _____

A Plot Plan () is attached () is not attached

Floor Plans () are included () are not included

(Please see instructions)

The building will be as follows:

1. Description: _____

Residence

() Single Family

() Two Family

() Multi-Dwelling

Garage

() Attached

() Unattached

Mobile Home

Brand Name: _____

Model: _____

Year: _____

2. Size: (W) _____ (H) _____ (L) _____

3. Construction Estimated Start Date: _____

4. Number of family units _____

5. Corner or interior lot _____

6. Front Yard (Distance in feet from the **lot line** to the front of the building): _____

7. Back Yard (Distance in feet from the **lot line** to the back of the building): _____

8. Side yard: a. _____ feet to the side of the building

b. _____ feet to other side of building

9. Total both sides _____ feet

10. Dimension of lot _____

11. Estimated cost of construction _____

12. Type of construction: Frame _____ Concrete _____ Steel _____ Other _____

13. Name of builder _____

14. Is a copy of insurance on file with the Village _____

15. Is a copy of worker's compensation on file with the Village _____

Comments: _____

NOTE: Measurements for lot distance must be from the lot line. Do not use measurements from center, or side, or road.

Village of Dannemora

CODE ENFORCEMENT OFFICER

P.O. BOX 566

DANNEMORA, N.Y. 12929

Additions, Decks or Porches – List all Work

Foundation_____	Describe details of Work_____
Footers_____	_____
Joists_____	_____
Trusses_____	_____
Hangers_____	_____
Carr. Bolts_____	_____
Enclosed_____	_____
Insulated_____	_____
Roof_____	_____
Trusses_____	_____
Shingles_____ Metal_____	_____
Open_____	_____
Railings_____	_____
Electrical_____	_____
Lights_____ Outlets_____	_____

Renovations – List all Work

Re-wire_____	Describe details of work_____
Total_____	_____
New Entrance_____	_____
Outlets_____	_____
Lights_____	_____
Re-plumb_____	_____
Insulate_____	_____
R-Value_____	_____
Sheetrock_____	_____
Fire code_____	_____

**ALL ELECTRICAL WORK MUST BE INSPECTED BY A UL- CERTIFIED
ELECTRICAL INSPECTOR- CERTIFICATE REQUIRED BY FINAL INSPECTION**

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20 ZONING

1. List all square feet of buildings on your property.
2. Locate clearly and distinctly, all buildings existing or proposed and indicate all set back dimensions from the property lines, show all easements and street names and indicate a corner lot.

Indicate direction for north

feet----- Rear line -----feet

Lot
depth

Lot
depth

feet----- Front -----feet

Street

INCORPORATED 1901

APPLICATION FOR BUILDING AND ZONING PERMIT

STATE OF NEW YORK)

ss.:

COUNTY OF CLINTON)

Deponent being duly sworn, says that he (she) is the owner or authorized agent for which the foregoing work is proposed to be done, and that he (she) is duly authorized to perform such work, and that all workmen employed on this building are covered by contract or compensation insurance, and that all work will be performed in accordance with all existing state laws and local ordinances. I further state that all information is true and correct to the best of my knowledge.

Signature of Applicant

Sworn to this _____ day of _____, 20__

Notary Public

FOR USE BY CODES/ZONING ENFORCEMENT OFFICER ONLY.

- ☐ Permit for use
☐ Approved
☐ Denied--Does not meet NYS Fire Prevention and Building Codes.
☐ Denied--Not in conformance with the following Provision(s) of the Zoning Law:

Comments: _____

Date _____ By: _____

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 homeowner's 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 WC/DB-100 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:

Sworn to before me this _____ day of _____, _____.
_____ (County Clerk or Notary Public)

Once notarized, this Form BP-1 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),
- ◆ a Board-approved self-insured employer (SI-12), or
- ◆ are exempt (WC/DB-100),

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.

- ◆ 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, 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 (Form C-105.2 or Form U-26.3), 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.