



TOWN OF HAMLIN-BUILDING DEPARTMENT
Permits/Inspections/Code Enforcement

1658 LAKE ROAD HAMLIN, NY 14464
Tel 585-964-8181 Fax 585-964-9124

BUILDING PERMIT APPLICATION

Applicant's name: _____
Address: _____ Phone: _____
Applicant is (check all that apply) ___ Owner ___ Agent ___ Engineer ___ Contractor ___ Other

Property owner's name: _____
Project Address: _____ Phone: _____

Nature of work (check all that apply) _____ New construction _____ addition _____ alteration
_____ pool _____ shed _____ deck _____ barn _____
_____ other (fence, gas stove, generator, etc.)
Describe work _____
Estimated cost of work \$ _____
Property zoning _____ Waterfront property _____

Contractor name: _____
Phone number: _____
Workman's Compensation and Disability Insurance provided _____
**If work is being completed by homeowner the Affidavit of Exemption (attached) needs to be completed and notarized.

Water Supply: _____ Monroe County Water _____ new well _____ existing well
Wastewater: _____ Sewer _____ private septic
Flood plain: _____ is _____ is not Wetlands: _____ is _____ is not
Conservation Corridor: _____ is _____ is not

Date Applicant Signature Date Owner Signature

Date Building Inspector Approval

TOWN OF HAMLIN - BUILDING DEPARTMENT
Permits / Inspections / Code Enforcement

1658 LAKE ROAD HAMLIN, NY 14464
Tel 585-964-8181 Fax 585-964-9124

BUILDING PERMIT CRITERIA - **APPLICANT KEEPS THIS PAGE**

CONSTRUCTION INFORMATION: The following information must be submitted to with this application:

- Two (2) sets of plans. *(for new residential/commercial builds, both sets must be stamped & signed)*
- A cross-section diagram/specification sheet showing all components of the project (i.e., insulation, roof pitch, footings, joists).
- Floor plan showing dimensions of the structure, window locations and sizes, doorways and openings, and any other details that might be included.
- Exterior elevations.

Note: In many cases, NYS law requires stamped architectural drawings.

PLOT PLAN: An instrument surveyor tape location map must accompany the application, showing as follows:

- Outline of the property.
- Location of all buildings or structures.
- Where the proposed structure will be constructed.
- Distances from the building to the front, rear, and side lot lines.

INSPECTIONS: Inspections are required during the building process; at least **24 HOURS NOTICE** is necessary to schedule the required inspection. Items not previously inspected shall be uncovered or exposed for the inspector, so be sure to schedule all pertinent inspections. It is your responsibility.

- Post holes
- Footing - before concrete. Call with a pour time.
- Wall-after water proofing, prior to back fill.
- Rough Plumbing - underground prior to backfill. System to be filled.
- Rough Framing - after mechanicals and prior to insulation.
- Insulation - before interior wall surfaces.
- Fireplace - masonry before first flue *tile*/insert and before clearances are blocked.
- Final *electric* - by agency - see below.
- Final - when all work is complete and structure is ready to be used.
- Certificate of Occupancy or Certificate of Compliance will be issued.

ELECTRICAL INSPECTIONS: Final electrical inspection certificates are required by the Building Department before a certificate of occupancy/compliance will be issued. The Town of Hamlin recognizes three agencies for final electrical inspections. It is the property owner's responsibility to contact one of the agencies listed to schedule a final inspection: **Middle Department: 585-454-5191- Commonwealth Electrical: 585-624-2380- Fritz Gunther 436-4460.**

ADDITIONAL INFORMATION: The Building Permit Notice must be posted in a conspicuous place at the construction site so that it is visible from the road.

PLEASE NOTE: All of the above information is required prior to a permit being issued. Payment is due at that time to the "Town of Hamlin" by cash, check or charge. The Building Permit expires 1 year from date of issuance. Permit is void if construction is not started within 6 months of date of issuance. A final inspection is required.

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> _____, _____.</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.

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.