



TOWN OF MARBLETOWN

1925 Lucas Ave, Cottekill, NY 1241
PO Box 217 Stone Ridge, NY 12484
845-687-7500 Ext. 3
Email: building@marbletown.net
Website: www.marbletown.net

Office Use Only:

NAME: _____

SBL# _____

BOILER, FURNACE, OIL OR PROPANE TANK, TANK ABANDONMENT

If incomplete, application will be returned

_____ **DEED** - If none on file, call the Assessor's office. Their phone number is 687-7500 x 172

_____ **IN GROUND TANKS MUST SUBMIT SITE PLAN:** showing location of *all Existing structures, utilities lines and all proposed structure(s)* Include all dimension from the center of road, and from the side and rear property lines

_____ **ABOVE GROUND TANKS MUST SUBMIT BROCHURE AND INSTALLATION MANUAL :**
attach a copy of manufacturers brochure and installation manual

_____ **COST OF CONSTRUCTION AFFIDAVIT** - fill out, sign and submit with application

_____ **LETTER OF CONSENT** - If the Contractor/Applicant is not the owner of the premises, a letter of intent/agent from the owner, designating the applicant as their agent is required.
Otherwise the homeowner and contractor must sign application

_____ **CHECK:** - Made out to the Town of Marbletown , Please have phone number on check

_____ **INSURANCE INFORMATION- MUST ATTACH INSURANCE FORMS -we DO NOT keep forms "on file"**
HAVE YOUR CONTRACTOR EMAIL, FAX, MAIL THEM TO YOU
AND INCLUDE THEM WITH THIS PACKET.

- co ntractors proof of Liability (Acord Form) and Workers' Compensation (C105.2 or U26)
- _____ contractors proof of Liability (Acord Form) and Workers' Compensation Exempt Form
- Ho meowner CAN OBTAIN CE-200 ONLINE (DIRECTIONS INCLUDED IN PACKET)

Must attach insurance certificates or application will be returned

_____ **IS DEVICE ALREADY INSTALLED: __YES __NO (Work started without permit is subject to \$150 + permit fee + zoning fee)**

_____ **APPLICATION COMPLETE, RECEIVED AND CHECKBY: _____ DATE: _____**

(office use only)

The work completed by this application may not be started before the issuance of a Permit, Site Plane or Variance depending on the circumstances of the project. Site inspections is required for some projects to issuance of Building Permit. Scheduling ALL inspections including final inspections to secure Certificate of Occupancy or Compliance is the responsibility of Owner/Agent

Only a completed packet and original copy (not faxed or email) of the application will be accepted for processing with ALL documents submitted. Once a completed packet is received we will start the process.

Allow a Minimum of two weeks for code review (14 Business days)

Any questions please do not hesitate to email or call our office

TOWN OF MARBLETOWN / Building & Safety Department
1925 Lucas Ave, Cottekill, NY 12419 / P.O. Box 217 Stone Ridge, NY 12484

BOILER, FURNACE, OIL OR PROPANE TANK, OIL TANK ABANDONMENT

*Print Clearly and complete entire application
If incomplete, application will be returned*

OWNER: _____ APPLICANT: _____

MAILING ADDRESS: _____ MAILING ADDRESS: _____

PHONE NUMBER: _____ PHONE NUMBER: _____

E-mail _____ E-mail _____

SECTION _____ BLOCK _____ LOT _____ NUMBER OF ACRES _____ ZONING DIST. _____

PROJECT MANAGER (PERSON WHO IS OVERSEEING PROJECT)

NAME: _____ PHONE# _____

EMAIL: _____

DID WORK ALREADY START- ____ YES ____ NO (Work started without permit is subject to \$150.00 + permit fee)

1. PROPERTY ADDRESS /SITE LOCATION: _____

2. EXISTING USE AND OCCUPANCY OF PROPERTY: _____ RESIDENTIAL, _____ COMMERCIAL

UNDERGROUND OIL-PROPANE TANK ABANDONMENT

____ TOTAL REMOVAL, ____ ABANDONING IN PLACE, _____ # OF GALLONS: _____ OIL-KEROSENE: _____ PROPANE

AND THE INSTALLATION OF:

TYPE OF DEVISE:

____ TANK, MANUFACTURER: _____ MODEL NUMBER _____

____ # OF GALLONS, ____ OIL / KEROSENE: _____ PROPANE:

____ UNDERGROUND*, ____ ABOVE GROUND*, ____ WITHIN STRUCTURE*
* AS PER SITE PLAN OR FLOOR PLAN

____ BOILER, MANUFACTURER: _____ MODEL NUMBER _____
TYPE OF CHIMNEY: _____ EXISTING, _____ NEW (must include plans) _____ METAL ____ PLASTIC _____ MASONRY

____ FURNACE, MANUFACTURER: _____ MODEL NUMBER _____
TYPE OF CHIMNEY: _____ EXISTING, _____ NEW (must include plans) _____ METAL ____ PLASTIC _____ MASONRY

3. TOTAL REMOVAL, ABANDONING IN PLACE, of a # OF GALLONS: OIL KEROSENE: PROPANE TANK

4. HAS THE CONSTRUCTION SITE (OR PORTION THEREOF) BEEN DESIGNATED AS A FLOOD HAZARD OR WETLANDS?
(AS PER FLOOD INSURANCE RATE MAP OR STATE WETLANDS MAPS): _____ (N/A) _____ (N) _____ (Y)

5. COST OF CONSTRUCTION \$ _____ (INCLUDING ALL LABOR AND MATERIALS)

6.CONTRACTOR _____ YES -(attach Liability & Workers' Comp forms) _____ NONE - attach Ce-200 form

NAME _____

MAILING ADDRESS: _____

PHONE # _____ CELL # _____ EMAIL: _____

LIABILITY EXP DATE _____ WORKMENS COMP EXP DATE _____ WORKMENS COMP EXMPT _____

A copy of your Liability and Workers' Comp insurance forms must be submitted with this application - if not submitted, application will be returned

Upon accepting this permit, you have acknowledged that you are required to notify this office a minimum of 48 hours in advance for inspections that pertain to your project. A list of inspections will be attached to the required on site building plans which will include your permit. *Dig Safely Master Member List* By law, Excavators must call Dig Safely, New York at 1-800-962-7962

E-mail: www.digsafelynewyork.com at least 2 full working days before to request a stake-out of underground utility lines. As of March 16, 1996 the following organizations own buried facilities in the Town of Marblatown and are members of the Dig Safely, New York "one-call" notification system. Note: This list does not contain members in any villages or cities that may exist in this town. One free phone call to Dig Safely, New York Contacts: Organizations: CENTRAL HUDSON GAS & ELECTRIC, NEW YORK TELEPHONE C/O BYERS ENGINEERING, ROLLING MEADOWS WATER CORP. HIGH FALLS WATER DISTRICT

I (we) understand that it is a violation of the Town of Marbletown Zoning Law to use / occupy without first obtaining a Certificate of Occupancy / Compliance from the Codes Enforcement Officer. MAXIMUM \$250.00 / WEEK AND OR IMPRISONMENT. I, (we) the undersigned, understand that any incomplete or omitted information on plans and (or) description of work as submitted to the building department for the issuing of a building permit shall be constructed / installed in compliance with all applicable rules, regulation and codes in effect at the time of this signing. I hereby grant the building inspector or his or her authorized agent permission to enter upon the premises and into any building or building structures thereon at anytime during working hours without being subject to arrest or civil suit for trespassing. I (we) understand that if a permit issued, it is valid for one year of date of issuance and a fee of \$50.00 or 10% of the original permit fee (whichever is higher) will be applied for renewal each year thereafter if applicable. NYS Carbon Monoxide detector(s) must be installed prior to final inspection.

Date _____

Signature of Owner (s)

Date:

Signature of Contractor/Builder

Signature of Applicant

OFFICE USE ONLY:

FEES PAID:

ZONING PERMIT FEE \$

BUILDING PERMIT FEE \$

OTHER _____ \$ _____

TOTAL AMOUNT DUE \$

CHECK BY : _____ OWNER, _____ OTHER _____

CHECK NUMBER CASH

RECEIPT #: _____ Date: _____

Certificate of Attestation of Exemption



Workers' Compensation Board

Instructions for obtaining and filing a Certificate of Attestation of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200) through New York Business Express

Follow these steps:

1. Go to **businessexpress.ny.gov**.
2. Select **Log in/Register** in the top right-hand corner. A NY.gov Business account is required.
3. If you **do not have** a NY.gov business account, go to **step 4** to set up your account. If you **have** a NY.gov log-in and password, go to **step 16**.
4. Select **Register with NY.gov** under New Users.
5. Select **Proceed**.
6. Enter the following:
 - First and Last Name
 - Email
 - Confirm Email
 - Preferred Username (check if username is available)
7. Select **I'm not a robot**.
 - You may have to complete a Captcha Verification before proceeding.
8. Select **Create Account**.
 - If you already have a NY.gov account, the screen will display your existing accounts, either Individual or Business.
 - Do one of the following:
 - If the account(s) shown is a NY.gov Individual account, select **Continue**.
 - If the account(s) shown is a NY.gov Business account, select **Email Me the Username(s)**.
9. Verify that the account information is correct.
 - Select **Continue**.
10. An activation email will be sent.
 - If you do not receive an email, see the **No Email Received During Account Creation** page.
11. Open your activation email and select **Click Here**.
 - Specify three security questions.
 - Select **Continue**.
12. Create a password (must contain at least eight characters).
13. Select **Set Password**. You have successfully activated your NY.gov ID.
14. Select **Go to MyNy**.
 - At the top of the screen select **Services**.
 - Select **Business**.
 - Select **New York Business Express**.
 - Select **Log in/Register**.
15. On the New York Business Express home page, do one of the following:
 - Scroll down to Top Requests and select **Certificate of Attestation of Exemption**, **or**
 - Search Index A-Z for CE-200.
16. Under **How to Apply**:
 - Select **Apply as a Business**, **or**
 - Select **Apply as a Homeowner** (applies to those obtaining permits to work on their residence).
17. Complete application screens.
18. Review Application Summary.
19. Attest and submit.

You will receive an email when your certificate has been issued.

To view your certificate:

- Select **Access Recent Activity** from your email, **or**
- Access **businessexpress.ny.gov**, and then access your **Dashboard** (under your login name on right).

Print and **sign** the **Certificate of Attestation of Exemption**.

Submit your **CE-200** for your license, permit or contract to the issuing Agency.



TOWN OF MARBLETOWN
BUILDING & SAFETY DEPARTMENT

1925 Lucas Ave Cottekill NY 12419 / P.O. Box 217 Stone Ridge, NY 12484

Affidavit of Final Cost of Construction
Application for Certificate of Occupancy/Compliance

Name _____

Address _____

Property Location _____ City _____ State _____ Zip _____

Section/Block/Lot No: _____ Permit No. _____

Application fro Building Permit dated _____

(Permit date)

relating to construction or other work to be performed on, or in connection with, the premises located as indicated above, that: the estimated cost stated in said application of the construction or other construction work described therein was Dollars

\$ _____

(Estimated \$ amount stated on permit application)

the actual final cost of such construction or other work was Dollars \$ _____

(Final \$ amount of project if different that estimated amount stated on application)

Application is hereby made for the issuance of a Certificate of Occupancy for the structure on these premises. Application states that he has examined the approved plans and that to the best of his knowledge and belief, the structure has been erected in accordance therewith and in accordance with the applicable provision of law. *Applicant further states that he was the (Note strike out items a,b,c,or d, not applicable) (A) Owner, (B) Licensed Architect, (C) Professional Engineer, or (D) Superintendent of construction who supervised the said construction other work and that by reason of his experience he is qualified to supervise such work on the structure for which a Certificate of Occupancy is requested.

Date: _____

(Homeowner Signature)

(Cost for the work decided in the Application for Building Permit includes the cost of all the construction and other work done in connection therewith, exclusive of the cost of the land. If the final cost is less than the estimated cost stated in the Application for Building Permit, no portion of the fee upon the filing of the application will be refunded.)

For office use only:

Additional Fee \$ _____

Check # _____

Receipt # _____

Scanned in Municipity _____

Received: _____

PLOT PLAN AND LOCATION INFORMATION

Locate deck, main building (including additions), any accessory structures, swimming pool, etc. Give all yard dimensions.

The diagram is a plot plan for a property. It features a large outer rectangle representing the lot. Inside this lot is a smaller rectangle labeled "MAIN BUILDING".

Dimensions and labels are as follows:

- REAR LOT LINE:** A horizontal double-headed arrow at the top of the lot with the label "REAR LOT LINE" and a blank space followed by "FT".
- LEFT LOT LINE:** A vertical double-headed arrow on the left side of the lot with the label "LEFT LOT LINE" and a blank space followed by "FT".
- RIGHT LOT LINE:** A vertical double-headed arrow on the right side of the lot with the label "RIGHT LOT LINE" and a blank space followed by "FT".
- REAR YARD:** A vertical double-headed arrow between the rear lot line and the main building with the label "REAR YARD" and a blank space followed by "FT".
- LEFT YARD:** A horizontal double-headed arrow between the left lot line and the main building with the label "LEFT YARD" and a blank space followed by "FT".
- RIGHT YARD:** A horizontal double-headed arrow between the main building and the right lot line with the label "RIGHT YARD" and a blank space followed by "FT".
- FRONT YARD:** A vertical double-headed arrow between the main building and the bottom of the lot with the label "FRONT YARD" and a blank space followed by "FT".

Name: _____

Address: _____

Be sure to show where the
WELL, SEPTIC AND ELECTRIC are
on the property