



TOWN OF MARBLETOWN
BUILDING & SAFETY DEPARTMENT
1925 Lucas Avenue, Cottekill, NY 12419
P.O. BOX 217 STONE RIDGE, NY 12484

Name: _____

SBL # _____
CARPORT

CARPORT

(OPEN ON ALL THREE SIDES)

ZONING AND BUILDING PERMIT APPLICATION

Complete the permit application and attach the following:

DEED- Copy of your **filed deed**. Must show Liber and page number. If none on file, call the Assessor's office.
Their phone number is 687-7500 x 172

911 ADDRESS- If none on file, call the Assessor's office and they will assign one for you.

SITE PLAN- Showing location of all Existing structures, well, utilities lines, septic and new structure(s).
Include all dimensions from the center of road, and from the side and rear property lines and
Must show location of well, septic and electric lines

PLANS- attach BROCHURE or
Submit (1) full sets of plans signed & stamped, (1) set 11x7, (1) Digital on Flas Drive or Disk
Hand drawn plans must submit 2 full sets of plans on letter or legal size paper only.

Do you currently have any applications with the Planning/Zoning Board Pending? YES NO

LETTER OF CONSENT- If the contractor/applicant is not the owner of the premises, a letter of agent from the owner,
notarized designating the applicant as their agent is required (only if the homeowner has not signed the application)

CHECK- Please bring a check payable to the Town of Marbletown, Please have phone number on check

INSURANCE INFORMATION -MUST ATTACH INSURANCE FORM We do not keep insurance certificates "on file"
____ contractors proof of Liability (Acord form) and Workers' Compensation (C105.2 or U26.3)
____ contractors proof of Liability (Acord form) and Workers' Compensation Exempt form
____ Homeowner can obtain CE-200 form online (directions included in packet)

ULSTER COUNTY ELECTRICIAN LIC # _____

PRE-SITE INSPECTION- Submit your application and schedule a pre-site inspection. Someone must be on site for
th is inspection.

APPLICATION COMPLETE, RECEIVED AND CHECKBY: _____ DATE: _____
(office use only)

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

Only a complete packet and original copy (not faxed or emailed) of the application will be accepted for processing with ALL documents submitted. Once a complete 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



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CARPORT PERMIT APPLICATION

PRINT CLEARLY AND COMPLETE ALL INFORMATION

OWNER: _____ APPLICANT: _____

MAILING ADDRESS: _____ MAILING ADDRESS: _____

PHONE NUMBER: _____ PHONE NUMBER: _____

CELL NUMBER: _____ CELL NUMBER: _____

E-MAIL _____ E-MAIL _____

PROPERTY LOCATION OF WHERE WORK IS BEING DONE:

PROJECT MANAGER (person overseeing project):

Name: _____ phone #: _____

email: _____ cell # _____

IS WORK ALREADY DONE: _____ YES _____ NO

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

2. EXISTING USE AND OCCUPANCY OF PROPERTY: _____ SINGLE FAMILY RESIDENCE, _____ VACANT LAND, _____ OTHER

3. NATURE OF WORK: _____ DEMOLITION, _____ NEW _____ ADDITION, _____ ALTERATION, _____ REPAIR

4. GIVE A BRIEF DESCRIPTION OF WORK: _____

5. CONSTRUCTION: CHECK ALL THE APPLY

_____ CARPORT/ OPEN ON AT LEAST TWO SIDES () ATTACHED, () DETACHED

_____ () ONE CAR () TWO CAR () THREE () FOUR

_____ WITH STORAGE ON TOP _____ WITH FOUNDATION _____ WITHOUT FOUNDATION

_____ ROOFING MATERIAL () ASPHALT SHINGLES () WOOD SHINGLES () METAL ROOF

6. SETBACKS: _____ FROM CENTER OF ROAD _____ REAR _____ LEFT _____ RIGHT

7. DIMENSIONS OF PROPOSED STRUCTURE: _____ LENGTH _____ WIDTH _____ HEIGHT

8. ELECTRICAL WORK: _____ (N) _____ (Y) IF YES, MUST BE INSPECTED BY A TOWN APPROVED AGENCY

11. TYPE OF USE: _____ PERSONAL, _____ BUSINESS, _____ MIXED OCCUPANCY, SPECIFY EACH TYPE OF USE: _____

12. 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) _____ (Y)

13. PERCENTAGE OF LOT COVERAGE (INCLUDING ALL BUILDINGS) _____ LESS THAN 10% _____ LESS THAN 20% _____ LESS THAN 30%

TOTAL AMOUNT DUE \$

Certificate of Attestation of Exemption



NEW YORK
STATE OF
OPPORTUNITY

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.

PLOT PLAN AND LOCATION INFORMATION

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

Diagram illustrating the plot plan and location information for a property. The lot is bounded by the **LEFT LOT LINE**, **RIGHT LOT LINE**, and **REAR LOT LINE**. The central structure is the **MAIN BUILDING**. The dimensions for the yards are indicated by arrows and labels:

- LEFT LOT LINE**: Vertical dimension on the left side.
- RIGHT LOT LINE**: Vertical dimension on the right side.
- REAR LOT LINE**: Horizontal dimension at the top.
- LEFT YARD**: Horizontal dimension to the left of the main building.
- RIGHT YARD**: Horizontal dimension to the right of the main building.
- FRONT YARD**: Vertical dimension below the main building.
- REAR YARD**: Vertical dimension above the main building.

Name: _____

Address: _____

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

Must be completed



This is an EXAMPLE of
how a project should be staked
out for a pre-site inspection

Your House Number
MUST BE POSTED AND VISABLE
for us to find you so we can help you.



Make sure your house number is posted and clearly
visable from both directions on the road. Be sure to
keep all trees and grass trimmed around the sign and
make sure the sign is reflective.