



TOWN OF MARBLETOWN

1925 Lucas Ave.,Cottkill NY 12419 / PO Box 217 Stone Ridge, NY 12484

Print/Type clearly and submit the following documents with your application.
Incomplete Applications will be returned.

Name _____
SBL# _____

FENCE PERMIT

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

911 ADDRESS - Is the property address. If none on file, call the Assessor's office and they will assign one for you.
687-7500 x 172

SITE PLAN: **Submit one site plan and one set of plans on pdf form CD.**

Must show location of **all Existing structures, well, utilities lines, septic and new structure(s).**
Site plan must show where location of well, septic and electric lines are on parcel

PLANS: **Submit (1) full sets of plans signed and stamped, (1) set 11x7, (1) Digital Flash Drive or Disk.**

Hand drawn plans must submit 2 full sets of plans on letter or legal size paper only and submit one on CD

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

DO YOU CURRENTLY HAVE AN APPLICATION PENDING WITH THE PLANNING/ZONING BOARD YES NO

CHECK: Bring a check payable to the Town of Marbletown, Please have phone number on check

INSURANCE INFORMATION **-MUST ATTACH INSURANCE FORM**

Have your contractor email, fax or mail their forms to you to include in this packet

***we do not keep forms "on file" - please do not email them - attach them to this permit application**

_____ contractors proof of Liability (Acord form) and Workers' Compensation (C105.2 or U26

_____ Homeowner can fill out CE-200 Form on line (directions included in packet AND ATTACH TO PERMIT PACKET

----- **IS STRUCTURE ALREADY BUILT** --- YES --- NO (work started without a permit is subject to \$150 +permit fee+zoining fee)

____ **ELECTRICIAN ULSTER COUNTY LIC #** _____ **ELECTRICIANS NAME** _____)

SUBMIT YOUR APPLICATION - Submit your application to our office, please make sure you have all of the above documents attached and your permit application clearly filled out.
We cannot accept incomplete applications and we do not keep insurance certificates on file

PRE-SITE INSPECTION - Be sure your project is staked out for this inspection AND your 911 number is posted and visable for us to find you for inspections. Someone must be on site for this inspection
Submit your application and schedule a pre-site inspection.

____ **APPLICATION COMPLETE, RECEIVED AND CHECK BY:** _____ **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

If the project is not complete by the end of the renewal date, renewal will be \$50.00 or 10% of the original permit fee whichever is greater. Work must commence within 6 months and is limited to 2 renewals. After 2 renewals, a new permit must be applied for at full cost plus a violation issued in the amount of \$100.00 per year.



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)

**TOWN OF MARBLETOWN
BUILDING AND ZONING PERMIT APPLICATION**

PRINT CLEARLY and COMPLETE ALL INFORMATION:

Incomplete Applications will be returned.

OWNER: _____ APPLICANT: _____

MAILING ADDRESS: _____ MAILING ADDRESS: _____

PHONE NUMBER: _____ PHONE NUMBER: _____

CELL NUMBER _____ CELL NUMBER: _____

E-MAIL _____ E-MAIL _____

LOCATION OF WHERE WORK IS BEING DONE: _____

PROJECT MANAGER (person overseeing project):

Name: _____ phone no: _____

email: _____

1. SECTION _____ BLOCK _____ LOT _____ NUMBER OF ACRES _____

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

3. GIVE A BRIEF DESCRIPTION OF WORK : _____

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

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

7. ELECTRICAL WORK: ____ (N) ____ (Y) PLUMBING WORK: ____ (N) ____ (Y)

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

9. Are you hiring a contractor? ☐ yes (attach insurance forms) ☐ no (attach waiver) - we do not keep certificates "on file"-attach to permit app

NAME OF CONTRACTOR _____

MAILING ADDRESS _____

PHONE NUMBER _____ CELL PHONE _____

EMAIL ADDRESS _____

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

21. ELECTRICIAN ☐ YES ☐ NONE NAME _____

MAILING ADDRESS _____ PHONE NUMBER: _____ CELL NUMBER: _____

ULSTER COUNTY NUMBER # _____

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 Marletown 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, AND HIGH FALLS WATER DISTRICT. I (we) understand that it is a violation of the Town of Marletown 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 if the project is not complete by the end of the renewal date, renewal will be \$50.00 or 10% of the original permit fee whichever is greater. Work must commence within 6 months and is limited to 2 renewals. After 2 renewals, a new permit must be applied for at full cost plus a violation issued in the amount of \$100.00 per year. NYS Carbon Monoxide detector(s) must be installed in dwelling unit prior to final inspection.

24. _____ / _____ Date: _____ Signature of Owner (s)

25. _____ / _____ Date: _____

Signature of Contractor/Builder

Signature of Applicant

26. Name and phone number to call when permit is ready:

If none permit will be

mailed to address on file

OFFICE USE ONLY () Building Permit () Referred to Planning Board () Referred to Zoning Board

_____ Z _____ B _____ SF _____ CCF _____ 6 _____ 12

S/B/L# _____

ZONING PERMIT: () NA () REFERRED TO PLANNING BOARD () REFERRED TO ZBA

APPLICATION: _____ APPROVED _____ DISAPPROVED
REASON _____

ZONING PERMIT NUMBER: _____

DATE: _____

BUILDING PERMIT () NA EXAMINED BY _____

DATE _____

APPLICATION: _____ APPROVED _____ DISAPPROVED
REASON _____

BUILDING PERMIT NUMBER: _____

DATE: _____

FEES PAID:

ZONING PERMIT FEE \$ _____
Building Permit Fee \$ _____
W/o Permit \$ _____
Total Fee \$ _____

H/o _____ Contractor _____
Check # _____
Bank _____
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:

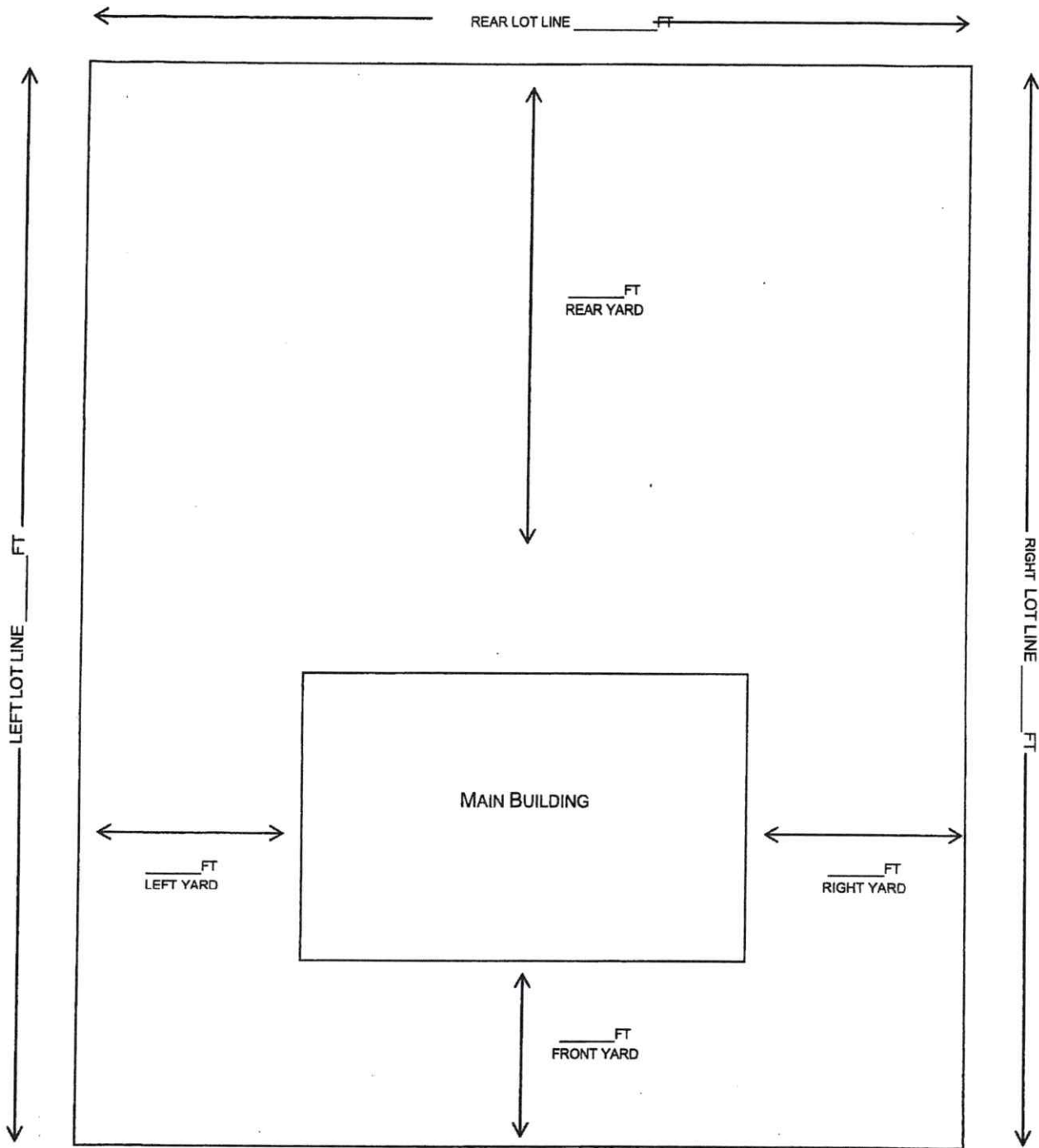
- Select **Access Recent Activity** from your email, or
- Access **businessexpress.ny.gov**, and then access your **Dashboard** (under your login name on right).

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

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

PLOT PLAN AND LOCATION INFORMATION

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



Name: _____

Address: _____

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



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.



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