



TOWN OF MARBLETOWN
BUILDING & SAFETY DEPARTMENT

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

Name: _____
Building Permit # _____
Zoning Permit # _____
SBL # _____

GARAGE

GARAGE

ZONING AND BUILDING PERMIT APPLICATION

Attach the following to the permit application

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. 687-7500 x 172

SITE PLAN- **Submit one on drawing and one on a CD and PDF**
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 of property lines
Must show location of well, septic and electric lines and complete # 6 & 7.

PLANS- Plans must show cross section of all construction
Submit (1) Full set signed & stamped, (1) set 11x7, (1) Digital on Flash Drive or CD
Hand drawn plans must submit 2 full sets of plans on letter or legal size paper only.

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 any applications pending with the Planning/Zoning Board ____ Yes ____ NO

Cost of Construction Affidavit - Read, sign and include this document in with packet - (attached to 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 FORMS ON FILE**
____ contractors proof of Liability (Acord form) and Workers' Compensation (C105.2 or U26.3)
Liability exp date _____ Workmens Comp exp date _____ Workmens Comp Exempt _____
____ contractors proof of Liability (Acord form) and Workers' Compensation Exempt form
____ Homeowner can obtain a CE-200 form online(directions are included in packet)

ELECTRICIAN ULSTER COUNTY LIC # _____

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. Submit your application and schedule a pre-site inspection. .

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
Work started without a permit is subject to \$150.00 + permit fee + zoning fee

ADDITIONAL PAPERWORK REQUIRED ONLY IF HEAT OR SEPTIC IS BEING INSTALLED

BOARD OF HEALTH APPROVAL- call Board of Health at 845-340-4000

RES CHECK CALCULATIONS- *If heat is being installed*. We are using the Stretch Code. Info on Marbletown.net under forms & documents. Any questions call the Bldg inspector 845-687-7500 x 168 or email inspector@marbletown.net

2010 ENERGY CODY CYCLE- *If heat is being installed*. Choose option #1 or #2 and fill out required form. (Ask office for form).

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

(office use only)

Town of Marbletown - Garage Permit Application

Print CLEARLY and COMPLETE all fields

OWNER: _____ APPLICANT: _____

MAILING ADDRESS: _____ MAILING ADDRESS: _____

PHONE NUMBER: _____ PHONE NUMBER: _____

CELL NUMBER: _____ CELL NUMBER: _____

WORK NUMBER: _____ WORK NUMBER: _____

E-MAIL _____ E-MAIL _____

PROJECT MANAGER (person overseeing project):

Name: _____ phone no: _____

email: _____

IS WORK ALREADY DONE: _____ YES _____ NO

SITE LOCATION: _____

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

_____ GARAGE: NUMBER OF STORIES ()1, ()1-1/2, ()2, () ATTACHED, () DETACHED
_____ () ONE CAR GARAGE () TWO CAR GARAGE () THREE CAR GARAGE () FOUR CAR GARAGE
_____ 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

9. HEAT TYPE: _____ NONE _____ HOT AIR _____ H2O/STEAM _____ ELECTRIC _____ OIL _____ GAS _____ CENTRAL AC
Plumbing _____ NONE _____ YES

10. SOLID FUEL BURNING APPLIANCE: _____ (N) _____ (Y)

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)

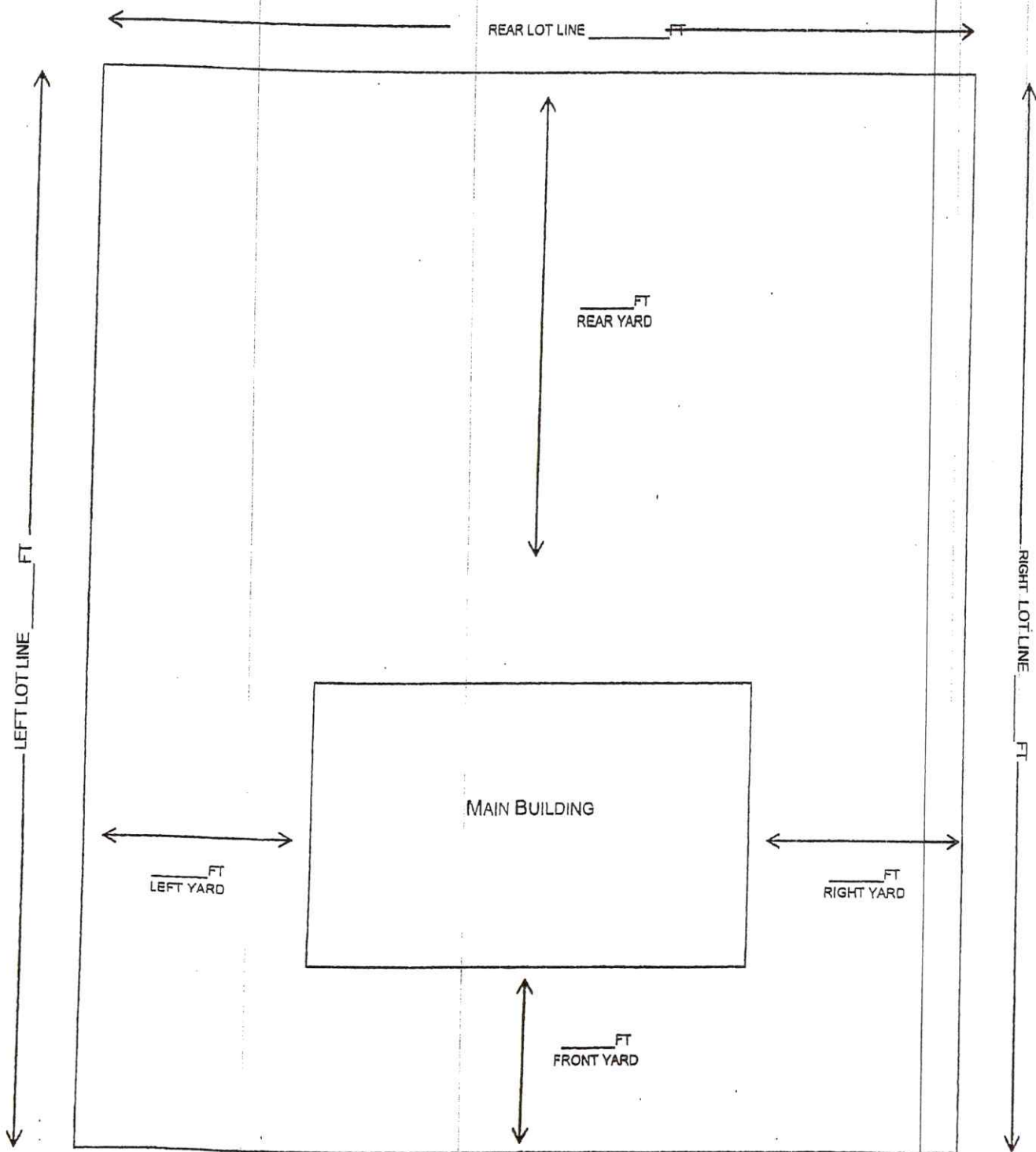
13. PERCENTAGE OF LOT COVERAGE (INCLUDING ALL BUILDINGS)
_____ LESS THAN 10% _____ LESS THAN 20% _____ LESS THAN 30%

NAME _____
MAILING ADDRESS _____
PHONE # _____ CELL # _____
E-MAIL _____

RECEIPT # _____ CASH _____
DATE: _____

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



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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.

(Homeowner Signature) Date: _____

(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: _____

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.



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.