



TOWN OF MARBLETOWN
ZONING AND BUILDING PERMIT APPLICATION
1925 Lucas Ave, Cottekill 12419
P.O. Box 217 Stone Ridge, NY 12484

Office use:

NAME: _____
B/P # _____
Z/P# _____
SBL # _____
PROJECT: _____

GENERAL PERMIT APPLICATION

Fill out the attached permit application and attach the following documents to the permit application
If incomplete application will not be accepted and returned

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 not within primary structure. If none on file, call the Assessor's office and they will assign one for you. Their number is 687-7500 x 172

SITE PLAN - Submit one site plan and one on PDF form or CD

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

***Must show location of well, septic and electric lines and complete # 6 & 7*.**

BOARD OF HEALTH APPROVAL - If applicable

RES CHECK CALCULATIONS - If heat is being installed. We are currently using the Stretch Code. Please go to Marbletown.net under Forms & Documents for information. Any questions call or email Bldg inspector at 845-687-7500 x 168 inspector@marbletown.net

PLANS : Submit (1) full sets of plans 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 and submit one on CD

Do you Currently having any pending applications w/ Zoning/Planning Board ☐ Yes ☐ No

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)

IS STRUCTURE ALREADY BUILT: Yes ☐ No ☐ (Work started with out permit is subject to \$150.00 + permit fee + zoning fee)

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

PRE-SITE INSPECTION - submit your application and schedule a pre-site inspection. Someone must be on site for this inspection

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) or
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 # _____

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

TOWN OF MARBLETOWN

GENERAL BUILDING PERMIT APPLICATION

PRINT or TYPE CLEARLY AND COMPLETE ALL INFORMATION - *If incomplete application will be returned*

OWNER: _____ APPLICANT/CONTRACTOR: _____

MAILING ADDRESS: _____ MAILING ADDRESS: _____

PHONE NUMBER: _____ PHONE NUMBER: _____

CELL : _____ CELL: _____

EMAIL: _____ EMAIL: _____

Project Manager (Contact Person Overseeing Project)

Name _____ Phone Number: _____

Email: _____

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

2. PROPERTY ADDRESS/LOCATION: _____

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

4. NATURE OF WORK: check one _____ DEMOLITION, _____ NEW, _____ ADDITION, _____ ALTERATION, _____ REPAIR

5. GIVE A BRIEF DESCRIPTION OF WORK (print clearly) _____

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

7. SETBACKS () N/A FROM CENTER OF ROAD _____ REAR _____ LEFT _____ RIGHT _____

8. ROOFING MATERIAL: _____

9. ALARM SYSTEM: _____ None _____ YES LICENSE NUMBER OF SECURITY SYSTEM INSTALLER _____

10. ELECTRICAL WORK: _____ None _____ YES (IF YES, MUST BE INSPECTED BY A TOWN APPROVED AGENCY)
PLUMBING WORK _____ None _____ YES

11. HEAT- A/C TYPE: _____ None _____ HOT AIR _____ HOT WATER/STEAM _____ ELECTRIC _____ OIL _____ GAS _____ CENTRAL A/C

12. FIREPLACE/WOOD STOVE/GAS STOVE/PELLET STOVE: -*SEPARATE APPLICATION MUST BE FILLED OUT*

_____ WOOD STOVE _____ GAS HEATER _____ GAS FIREPLACE _____ WOOD BURNING _____ ZERO CLEARANCE FIREPLACE _____ PELLET STOVE _____ MASONRY FIRE PLACE

13. DECKS REAR _____ SIDE _____ FRONT _____ WRAP-A-ROUND _____

14. BONUS ROOM _____ COVERED PORCH _____ ENCLOSED PORCH _____

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

14. TYPE OF USE: () PERSONAL, () BUSINESS, () MIXED OCCUPANCY

16. Are you hiring a contractor? _____ (YES) _____ (NONE) include CE-200 Form(attached to application)

CONTRACTOR'S INFORMATION:

CONTRACTOR'S NAME _____
MAILING ADDRESS: _____
PHONE # _____ CELL # _____
EMAIL: _____

LIABILITY EXP DATE _____ WORKMENS COMP EXP DATE _____ WORKMENS COMP EXEMPT _____

17. ELECTRICIAN*

_____ Yes, _____ None

NAME _____ PHONE# _____ CELL# _____

ADDRESS _____

ULSTERCOUNTY LIC # _____

18. PLUMBER*

_____ Yes, _____ None

NAME _____ PHONE # _____ CELL # _____

ADDRESS _____

19. ARCHITECT

_____ Yes _____ None _____ NYS LICENSE # _____

NAME _____ PHONE # _____ CELL # _____

ADDRESS _____

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

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.

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 is 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.

_____/_____
Signature of Owner(s) _____ DATE: _____

_____/_____
Signature of Contractor/builder _____ Signature of Applicant _____ DATE: _____

If the Contractor/Applicant is not the owner of the premises, a letter of consent from the owner, notarized designating the applicant as their agent is required

OFFICE USE ONLY

() Building Permit () Zoning 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 \$ _____ CHECK BY: _____ OWNER, _____ OTHER _____

BUILDING PERMIT FEE \$ _____ CHECK NUMBER _____ CASH _____

WOOD OR GAS STOVE \$ _____ BANK: _____

OTHER \$ _____ RECEIPT# _____ DATE _____

TOTAL AMOUNT DUE \$ _____



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.

(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:

Received:

Additional Fee \$ _____

Check # _____

Receipt # _____

Scanned in Municipity _____

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.



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

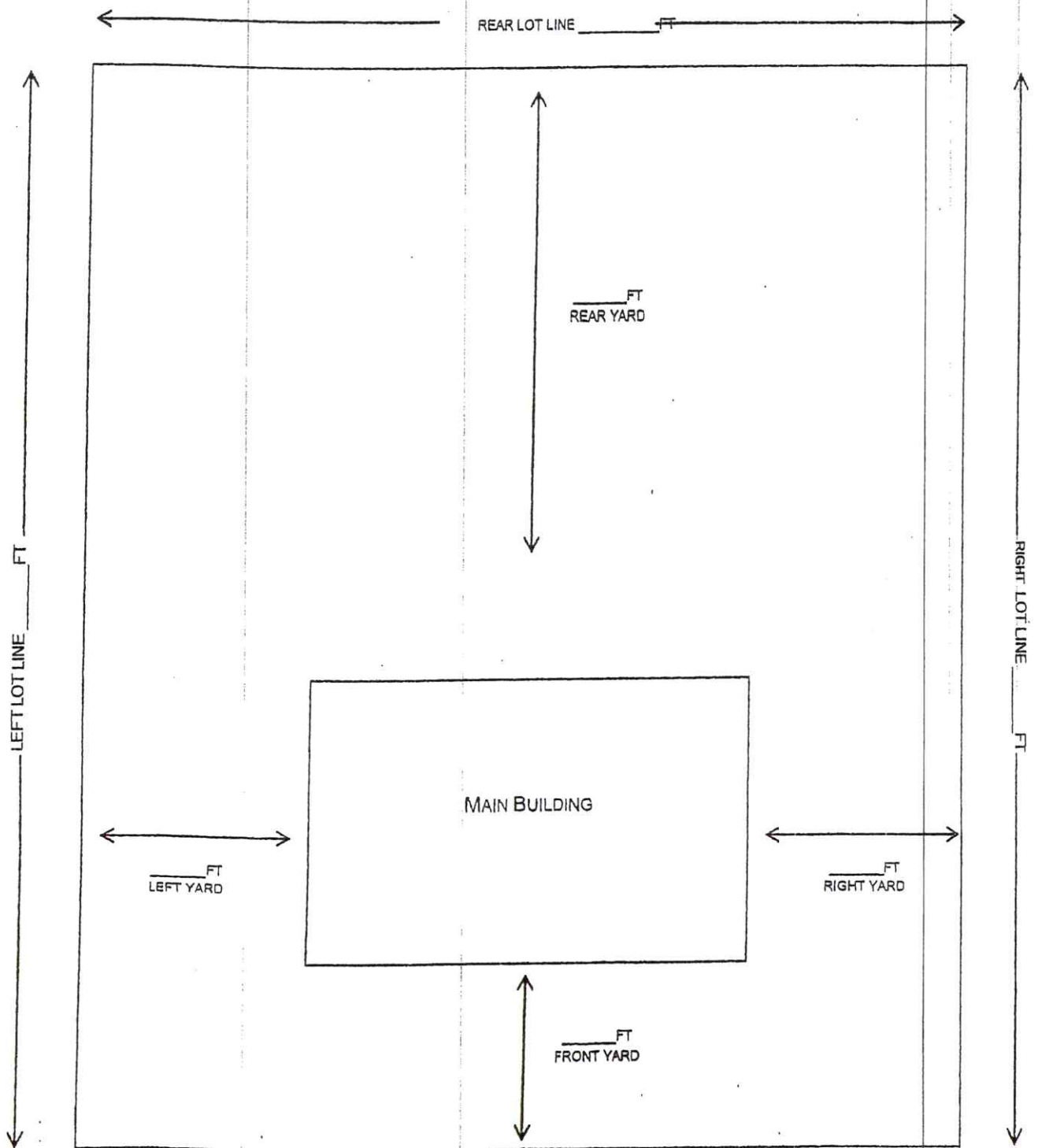
Your House Number
MUST BE POSTED AND VISABLE
for us to find you so we can help you.



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.

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