



## 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](mailto:building@marbletown.net)  
Website: [www.marbletown.net](http://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

SITE PLAN: **submit one site plan and one on PDF Form or CD OR PDF**

Must show locations of all Existing structures, well, electric, 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 # 5**

IN GROUND TANKS MUST SUBMIT SITE PLAN: showing location of *all Existing structures, utilities lines and all proposed structure(s)* Include all dimensions 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

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.**

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

\_\_\_\_contractors proof of Liability (Acord Form) and Workers' Compensation Exempt Form

-----Homeowner 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

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 than 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 shows a rectangular lot with a central rectangle labeled "MAIN BUILDING". Four dimension lines with arrows indicate the distances from the building to the lot boundaries:

- Top: A horizontal line with arrows at both ends, labeled "REAR LOT LINE" followed by a blank line and "FT".
- Bottom: A vertical line with arrows at both ends, labeled "\_\_\_\_ FT REAR YARD".
- Left: A horizontal line with arrows at both ends, labeled "\_\_\_\_ FT LEFT YARD".
- Right: A horizontal line with arrows at both ends, labeled "\_\_\_\_ FT RIGHT YARD".

On the far left and right sides of the lot, there are vertical dimension lines with arrows at both ends, labeled "LEFT LOT LINE \_\_\_\_ FT" and "RIGHT LOT LINE \_\_\_\_ FT" respectively.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

# 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](https://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](https://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.