



Town of Marbletown
Building & Safety Dept.
1925 Lucas Ave Cottekill, NY12419
PO BOX 217 Stone Ridge NY 12484

NAME: _____

BP# _____

S.B.L. _____

**WOOD STOVES / FIREPLACES, INSERTS,
PELLET, GAS STOVES, OUTSIDE WOOD BOILER SOLID FUEL BURNING DEVICES**

**Fill out permit application and attach the following documents to the permit application.
If incomplete, application will be returned.**

_____ **DEED** - Copy of your filed deed. Must show Liber and page number. Call assessors office for copy of deed-687-7500 x 172

_____ **911 ADDRESS** - If none on file, call the Assessor's office and they will provide you with one. 687-7500 x 172

_____ **BROCHURE, INSTALLATION MANUAL** - submit MANUAL/BROCHURE AND ONE ON PDF DISC.

_____ **CHECK:** in the amount of \$125.00 made payable to the Town of Marbletown, PLEASE HAVE PHONE NUMBER ON CHECK

_____ **IS DEVICE ALREADY INSTALLED:** YES ___ NO ___ (Work done without a permit is subject to \$150.00 + permit fee)

_____ **LETTER OF CONSENT:** Only 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)

_____ **Cost of Construction Affidavit** - enclosed - fill out and sign and attach to permit application

_____ **INSURANCE INFORMATION- MUST ATTACH INSURANCE FORMS- We DO NOT keep forms "on file"**
Have your contractor either email, mail or fax them to you and attach them to this permit application
Liability (Acord Form) and Workers' Compensation (C105.2 or U26) OR
Home owners' Please fill out CE-200 form on line: Directions attached in packet.

_____ **PRE-SITE INSPECTION** - Be sure your 911 number is posted and visible 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 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)**

Town of Marbletown

WOODSTOVE / FIREPLACE / INSERTS, PELLET, GAS STOVES, FUEL BURNING DEVICES

PRINT CLEARLY and COMPLETE ALL INFORMATION: *If incomplete*, application will be returned

OWNER: _____ APPLICANT: _____

MAILING ADDRESS: _____ MAILING ADDRESS: _____

PHONE NUMBER: _____ PHONE NUMBER: _____

E-mail _____ E-mail _____

SECTION _____ BLOCK _____ LOT _____

IS DEVICE ALREADY INSTALLED : YES _____ NO _____ (Work done without a permit is subject to \$150.00 + permit fee)

PROPERTY LOCATION: (ADDRESS) _____

PROJECT MANAGER (PERSON OVERSEEING PROJECT)

NAME: _____ PHONE NUMBER: _____

EMAIL: _____

WHAT ROOM WILL THE DEVICE BE INSTALLED IN? _____

1. EXISTING USE AND OCCUPANCY OF PROPERTY: _____ SINGLE FAMILY RESIDENCE _____ OTHER _____

2. MANUFACTURER: _____ MODEL NUMBER _____
_____ FREESTANDING _____ INSERT
_____ NEW _____ USED

3. TYPE OF FUEL:
CHECK ONE: _____ WOOD _____ COAL _____ PELLET _____ PROPANE

4. TYPE OF DEVICE: _____ ZERO CLEARANCE FIREPLACE _____ MASONRY FIREPLACE (must include plans)
_____ WOOD STOVE _____ GAS STOVE _____ PELLET STOVE
_____ OUTDOOR WOOD FURNACE/ BOILER (ZONING PERMIT REQUIRED)

5. TYPE OF CHIMNEY: _____ EXISTING _____ NEW (must include plans) _____ METAL _____ MASONRY

6. ELECTRICAL WORK: _____ (N) _____ (Y) IF YES, MUST BE INSPECTED BY A TOWN APPROVED AGENCY
ULSTER COUNTY ELECTRICAL LIC # _____

7. DIMENSIONS OF PROPOSED STRUCTURE (OUTSIDE WOOD BOILER ONLY)
() N/A, LENGTH _____ WIDTH _____ HEIGHT _____

8. HAS THE CONSTRUCTION SITE (OR PORTION THEREOF) BEEN DESIGNATED AS A FLOOD HAZARD OR WETLANDS?
(AS PER FLOOD INSURANCE RATE MAP OR STATE WETLANDS MAP)- OUTSIDE WOOD BOILERS ONLY _____ (N) _____ (Y)

9. INSTALLATION BY: _____ SELF ~ If you are installing the device yourself, CE-200)
Must be filled out online and attached to packet

*** _____ Contractor/ ~ If you are hiring a Contractor/Vendor,
Liability ACCORD form and Workers' Comp C-105.2 OR U26.3 form with the
Town of Marbletown listed as certificate holder to be attached to this application.

***Have your contractor provide you with their insurance certificates and attach them to permit
application.***

WE DO NOT KEEP CONTRACTORS INSURANCE "ON FILE".

10. CONTRACTOR _____ (YES) _____ (NONE) INCLUDE CE-200 FORM

NAME _____

MAILING ADDRESS: _____

PHONE # _____ CELL # _____

EMAIL: _____

***LIABILITY EXP DATE _____ ***W/C EXP DATE _____ W/C/X EXP DATE _____

11. 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 Marbletown 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 Marbletown 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.

I (we) have read and understand the above and that 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 agent from the owner, notarized designating the applicant as their agent is required

Where would you like the permit to be sent after processing? _____ permit will be picked up
_____ # to call when ready _____
If left blank, permit will be mailed to address on file

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

_____ B _____ SF _____ CCF _____ 6 _____ 12 APPLICATION: _____ APPROVED _____ DISAPPROVED

BUILDING PERMIT () N/A EXAMINED BY _____ DATE _____

APPLICATION: _____ APPROVED _____ DISAPPROVED REASON _____

BUILDING PERMIT NO. _____ EXPIRATION DATE _____

PAID :
WOOD OR GAS STOVE \$ 125.00
OTHER _____ \$ _____
TOTAL AMOUNT DUE \$ _____

CHECK BY : _____ OWNER, _____ OTHER/CONTRACTOR FEES
CHECK NUMBER _____ CASH _____
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.