



**Town of Marbletown**  
**Building & Safety Dept.**  
 1925 Lucas Ave Cottkill, 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

\_\_\_\_\_ **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)

\_\_\_\_\_ **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  
 Liability Exp Date \_\_\_\_\_ W/C Exp Date \_\_\_\_\_ W/C/X exp date \_\_\_\_\_  
 Homeowner if no contractor go online and fill out CE-200 ( directions included in packet)

\_\_\_\_\_ **PRE-SITE INSPECTION** - Be sure 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 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 prior to issuance of Building Permit.**

**Scheduling ALL inspections including final inspection to secure Certificate of 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 DEVISE: \_\_\_\_\_ 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

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner (s)

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Contractor/Builder

Signature of Applicant

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](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.