

**TOWN OF MARBLETOWN ZONING AND
BUILDING PERMIT**



1925 Lucas Ave, Cottekill, NY 12419
PO Box 217, Stone Ridge, NY 12484

Name: _____

**INTERIOR ALTERATION / INTERIOR RENOVATION
APPLICATION**

Complete all fields on the permit application and submit the following documents with your application.

Incomplete applications will be returned

_____ **DEED** - Copy of your filed deed. Must show Liber and page #. If none on file, call the Assessor's office - 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 phone number is 687-7500 x 172

_____ **BOARD OF HEALTH APPROVAL** - If applicable

_____ **RES CHECK CALCULATIONS** - If heat is being installed. Free download from NYS website at
<https://www.energycodes.gov/rescheck>

_____ **PLANS** : Submit 2 full sets of plans and provide one set of plans on a CD OR FLASH DRIVE

_____ **LETTER OF CONSENT**: If the Contractor/Applicant is not the owner of the premises, a letter of agent from the owner, designating applicant as their agent is required (only if the homeowner has not signed the application)

_____ **CHECK**: please bring a check payable to the Town of Marbletown

_____ **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 INFO ON FILE)**

_____ contractors Liability (Acord form) and Workers' Compensation (C105.2 or U26.3) OR exempt CE-200 form

-----OR-----

_____ Homeowner -if you are doing the work yourself a CE-200 FORM ONLINE must be submitted with this permit packet (DIRECTIONS ARE INCLUDED IN THIS PACKET)

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 Permits.

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
Only a complete packet and original copy (not emailed) of the application will be accepted for processing with ALL documents attached.

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
please print clearly

TOWN OF MARBLETOWN ZONING AND BUILDING PERMIT APPLICATION

INTERIOR ALTERATION / INTERIOR RENOVATION APPLICATION

PRINT CLEARLY, COMPLETE ALL INFORMATION ATTACH ALL ACCOMPANING DOCUMENTS

OWNER: _____ APPLICANT: _____

MAILING ADDRESS: _____ MAILING ADDRESS: _____

PHONE NUMBER: _____ PHONE NUMBER: _____

CELL NUMBER: _____ CELL NUMBER: _____

E-MAIL _____ E-MAIL _____

ADDRESS OF WHERE WORK IS BEING DONE: _____

PROJECT MANAGER (Contact person overseeing project)

Name: _____ phone no: _____

email: _____

IS WORK ALREADY DONE: _____ YES _____ NO

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

2. EXISTING USE AND OCCUPANCY OF PROPERTY: _____ SINGLE FAMILY RESIDENCE _____ OTHER _____
of additional bedrooms _____ # of additional bathrooms _____

3. NATURE OF WORK: _____ DEMO _____ ALTERATION _____ RENOVATION _____ REPAIR _____

4. GIVE A DESCRIPTION OF THE WORK YOU ARE DOING : _____

5. ALTERATION / RENOVATION: _____ # OF ADDITIONAL BEDROOMS _____ # OF ADDITIONAL BATHROOMS

6. ELECTRICAL WORK: _____(N)_____ (Y) PLUMBING WORK: _____(N)_____ (Y)

7. HEAT TYPE: ___NONE TO BE INSTALLED ___HOT AIR ___HOT WATER / STEAM ___ELECTRIC ___OIL ___GAS

8. WILL CENTRAL AIR CONDITIONING BE INSTALLED? _____ YES _____ NO

9. WILL A GENERATOR BE INSTALLED? _____ YES _____ NO

10. WILL A FUEL BURNING APPLIANCE BE INSTALLED? _____ YES _____ NO

11. WILL A DECK BE INSTALLED? _____ YES _____ NO

Setbacks _____ from center of road _____ left side _____ right side _____ rear of property lines

12. WILL A PORCH BE INSTALLED? _____ YES _____ NO

Setbacks _____ from center of road _____ left side _____ right side _____ rear of property lines

13. ROOFING MATERIAL WILL BE _____

15..Are you hiring a contractor? _____yes (attach insurance forms) _____no (attach waiver)

NAME OF CONTRACTOR _____

MAILING ADDRESS _____

PHONE NUMBER _____ CELL NUMBER _____ EMAIL: _____

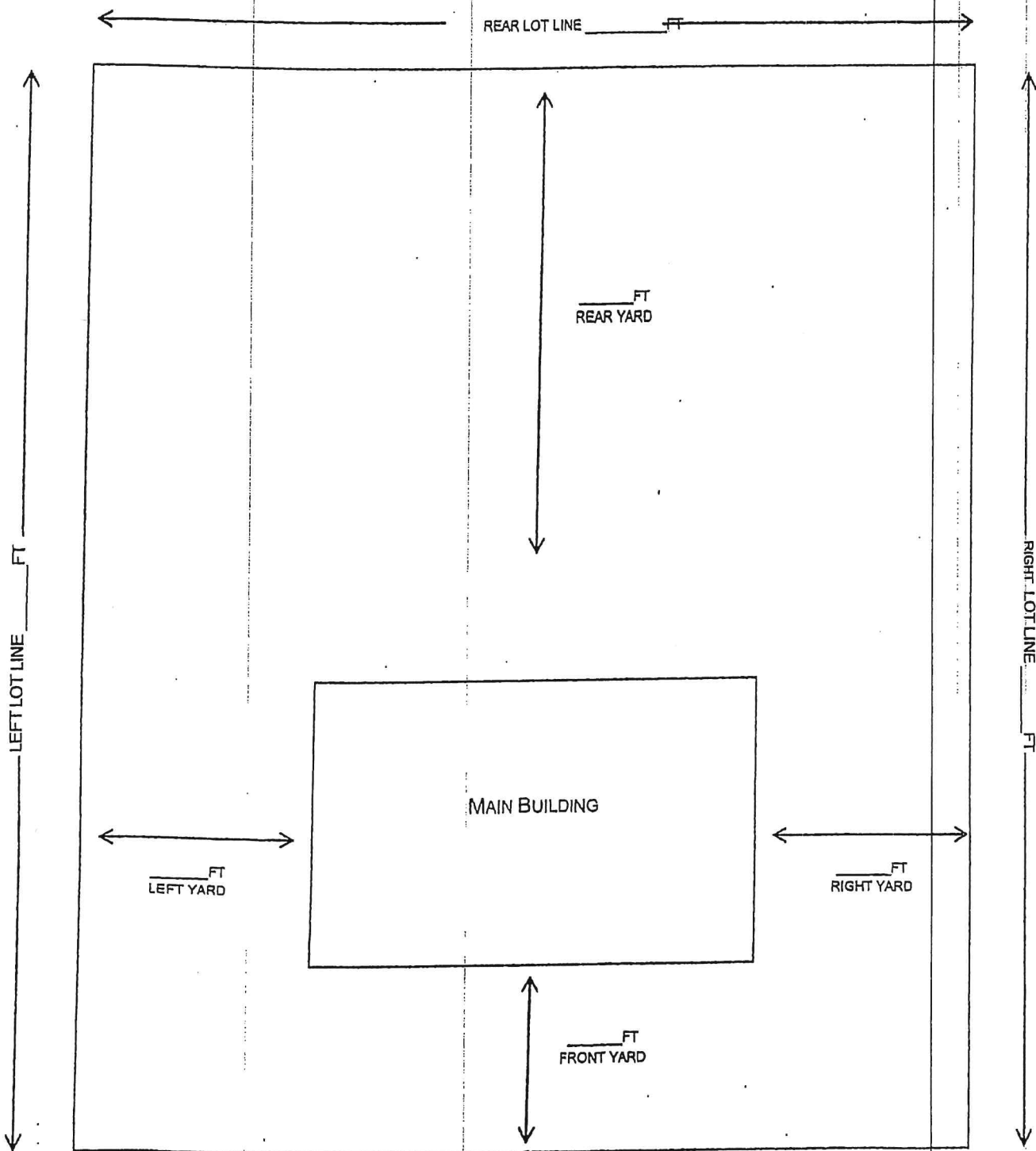
INSURANCE INFO: (MUST FILL IN DATES)

**LIABILITY EXP DATE: _____ **WORKMENS' COMP EXP DATE: _____ **WORKMENS COMP EXEMPT EXP DATE: _____

**FILL IN INSURANCE DATES

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

MUST BE COMPLETED

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.



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 visible 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.