TOWN OF MARBLETOWN ZONING AND BUILDING PERMIT



1925 Lucas Ave, Cottekill, NY 12419

PO Box 217, Stone Ridge, NY 12484

N.T.	
Name:	

<u>INTERIOR ALTERATION / INTERIOR RENOVATION</u> APPLICATION

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

Complete un neius on vice permit apprendion una susmit une 2016 mg accumination une permit apprendion une susmit une 2016 mg accumination u	
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. f 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 dowload 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 tapplicant 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 <u>complete packet</u> and <u>original</u> 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

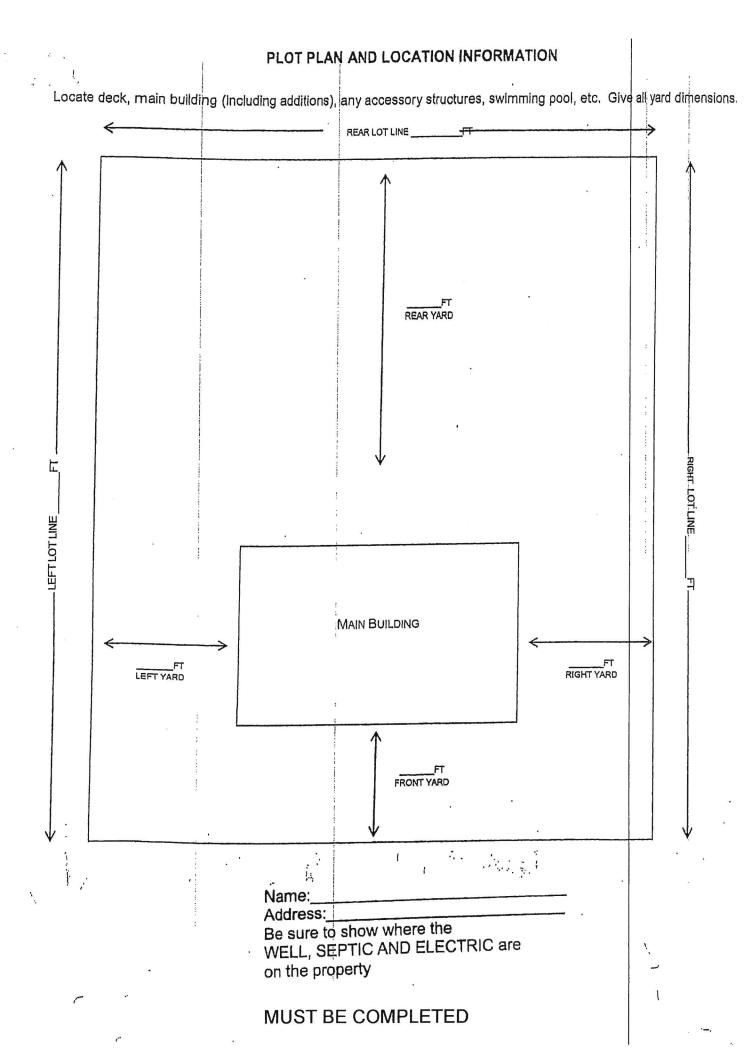
TOWN OF MARBLETOWN ZONING AND BUILDING PERMIT APPLICATION

INTERIOR ALTERATION / INTERIOR RENOVATION APPLICATION

PRINT CLEARLY, COMPLETE ALL INFORMATION ATTACH ALL ACCOMPANING DOCUMENTS

OWNER:	APPLICANT:
- MAILING ADDRESS:	MAILING ADDRESS:
PHONE NUMBER:F	PHONE NUMBER:
CELL NUMBER:	CELL NUMBER:
E-MAILI	E-MAIL
ADDRESS OF WHERE WORK IS BEING DONE:	
ROJECT MANAGER (Contact person overseeing project)	
Name: phon	e no:
email:	
IS WORK ALREADY DONE: YESNO	
	NUMBER OF ACRES ZONING DIST.
2. EXISTING USE AND OCCUPANCY OF PROPERTY: SING# @	LE FAMILY RESIDENCE OTHER of additional bedrooms # of additional bathrooms
4. GIVE A DESCRIPTION OF THE WORK YOU ARE DOING :	
Setbaccksfrom center of roadleft side 12. WILL A PORCH BE INSTALLED? Setbaccksfrom center of roadleft side 13. ROOFING MATERIAL WILL BE 15Are you hiring a contractor?yes (attach insurance NAME OF CONTRACTOR	WORK:(N)(Y) HOT WATER / STEAMELECTRICOILGAS _YESNO _YESNO _YESNO _YESNOright siderear of property lines _YESNOright siderear of property lines
	_EMAIL:
INSURANCE INFO: (MUST FILL IN DATES)	
	DATE:**WORKMENS COMP EXEMPT EXP DATE:
**FILL IN INSURANCE DATES	

16. ELECTRICIANYESNONE N	AME	
ULSTER COUNTY ELECTRICIAN'S LICENSI	NUMBER	
MAILING ADDRESS		
PHONE NUMBER:	CELL NUMBER:	
	NAME	
	CELL NUMBER:	
18. ARCHITECTYESNONE	NAME	
PHONE NUMBER:	CELL NUMBER:	<u> </u>
10 COST OF CONSTRUCTION \$		
19. COST OF CONSTRUCTION \$_	(INCLUDING ALL LABOR AND MATERIALS)	-
Upon accepting this permit, you have acknow	vledged that you are required to notify this office a minimum of 48 hours in advan	ace for inspections
	ions will be attached to the required on site building plans which will include you	
	scavators must call Dig Safely. New York at 1-800-962-7962 E-mail:www.digsa	
		lerynewyork.com
	a stake-out of underground utility lines. As of March 16, 1996	1122 4°C 4° 4
Note: This list does not contain members in any vill	ties in the Town of Marbletown and are members of the Dig Safely. New York "one ages or cities that may exist in this town. One free phone call to Dig Safely. New York Contacts PHONE C/O BYERS ENGINEERING, ROLLING MEADOWS WATER CORP, AND HIGH	s: Organizations: CENTRAL
Enforcement Officer. MAXIMUM \$250.00 / WEE and (or) description of work as submitted to the b rules, regulation and codes in effect at the time of and into any building or building structures there if a permit isissued, it is valid for one year of date	of Marbletown Zoning Law to use / occupy without first obtaining a Certificate of Occupancy / KAND OR IMPRISONMENT. I, (we) the undersigned. understand that any incomplete or outling department for the issuing of a building permit shall be constructed / installed in conthis signing. I hereby grant the building inspector or his or her authorized agent permission on at anytime during working hours without being subject to arrest or civil suit for trespass of issuance and a fee of \$50.00 or 10% of the original permit fee (whichever is higher) will exide detector(s) must be installed in dwelling unit prior to final inspection.	omitted information on plans mpliance with all applicable on to enter upon the premises sing. I (we) understand that
Site Plan or Variance depending on the circums	0 + permit fee + zoning feeThe work covered by this application may not be started before tances of the project. Site inspection is required for some projects prior to issuance of B cure Certificate of Occupancy or Compliance is the responsibility of the Owner/Agent	uilding Permit. Scheduling
	/ Date:	
Signature of Owner (s)		
	/Date:	
Signature of Contractor/Builder	Signature of Applicant	
ame and phone number to call when permit is i	if none, permit will be mailed to homeowner address on	file
	11 11010) por miliono de menero de m	
OFFICE USE ONLY () Building Permit	() Referred to Planning Board	
BUILDING PERMIT: ()APPROVED () DE	IIED () DISAPPROVED REASON	
FEES PAID:		
BUILDING PERMIT FEE \\$	CHECK BY:OWNEROTHER	
WOOD OR GAS STOVE \$		
OTHER \$	BANK:	
TOTAL AMOUNT DUE \$	RECEIPT#: Date:	



Certificate of Attestation of Exemption



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:

- Go to businessexpress.nv.gov.
- Select Log in/Register in the top right-hand corner.
 A NY.gov Business account is required.
- 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.
- 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)
- Select I'm not a robot.
 - You may have to complete a Captcha Verification before proceeding.
- 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.
- Create a password (must contain at least eight characters).
- Select Set Password. You have successfully activated your NY.gov ID.
- 14. Select Go to MvNv.
 - 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:
 - Scroil 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).
- 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 Dashiboard (funder your login name on right).

Print and sign the Certificate of Attestation of Exemption. Submit your *ICE-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 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.