



TOWN OF MARBLETOWN  
BUILDING & SAFETY DEPARTMENT

Office use only:

NAME: \_\_\_\_\_

SBL # \_\_\_\_\_

ZP # \_\_\_\_\_

DEMO PERMIT

**APPLICATION FOR A DEMO PERMIT**

Type or print clearly and attach the following:

Incomplete applications will be returned

\_\_\_\_\_ Attach a copy of your deed Must show Liber and Page number.  
If none on file, call Assessor's office 687-7500 x 172

\_\_\_\_\_ Attach a clear photo of what is being demolished

\_\_\_\_\_ Attach a site plan and one on PDF form or CD of property showing all existing structures,  
and what is being demolished. Show where well, septic and electric lines are on site plan

\_\_\_\_\_ **INSURANCE INFORMATION -MUST ATTACH INSURANCE FORMS**

we do not keep forms "on file"

\_\_\_\_\_ contractors proof of Liability (Acord form) and Workers' Compensation (C105.2 or U26.3)

\_\_\_\_\_ Liability Expiration Date \_\_\_\_\_ W/C Expirationn Date: \_\_\_\_\_

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

\_\_\_\_\_ Homeowner CAN OBTAIN A CE-200 FORM ONLINE(directions in packet)

\_\_\_\_\_ **PRE-SITE INSPECTION** - Be sure your 911 number (your address) 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 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

***Work started without a permit is subject to \$150.00 + permit fee + zoning fee***

***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)***

Any questions, please do not hesitate to email or call our office

Received: \_\_\_\_\_

You must submit your debris removal receipts to  
our office once you have disposed of the debris legally

**Town of Marbletown**

Office use

SBL # \_\_\_\_\_

ZP # \_\_\_\_\_

DEMO PERMIT

**Application for a Demolition Permit**

**Print clearly and complete all information**

**If incomplete application will be returned**

Owner \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone number: \_\_\_\_\_ email: \_\_\_\_\_

**Project Manager(Contact Person Overseeing Project)**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email: \_\_\_\_\_

Address/Location of site: \_\_\_\_\_

Section Block & Lot # \_\_\_\_\_ Zoning Dist. \_\_\_\_\_ # of Acres \_\_\_\_\_

Cost of Demo (including all labor and materials): \$ \_\_\_\_\_

Brief explanation of what you are removing: \_\_\_\_\_

IS WORK ALREADY DONE: \_\_\_\_\_ YES \_\_\_\_\_ NO

**Affix a clear photo of structure to be removed in this box**

*(application can not be accepted without photo)*

**Must attach photo(s)**

Are you hiring a contractor?     yes (attach insurance forms)     no (attach waiver)  
(we do not keep contractors insurance certificates "on file" attach certificates to this application).

LIABILITY EXPIRATION DATE: \_\_\_\_\_

WORKMENS' COMP EXPIRATION DATE: \_\_\_\_\_

**Contractor Information:**

CONTRACTOR: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ CELL NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

A list of inspections will be attached to the required on site building plans which will be included with 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](http://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, NY 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. A 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, regulations 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 nay building or building structure 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 they are good 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 to renewal or expired permits each year thereafter if applicable.

**THE BUILDING INSPECTOR OR HIS OR HER AUTHORIZED AGENT IS HEREBY GRANTED PERMISSION TO ENTER UPON THE PREMISES AND INTO ANY BUILDING OR STRUCTURE THEREON AT ANYTIME DURING WORKING HOURS WITHOUT BEING SUBJECT TO ARREST OR CIVIL SUIT FOR TRESPASSING.**

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant/Builder \_\_\_\_\_ Date \_\_\_\_\_

If the applicant is not the owner of the premises, a letter of agent from the owner, notarized designating the applicant as their agent is required.

Name and phone number to call when permit is ready for pick-up

\_\_\_\_\_/\_\_\_\_\_

If not filled in permit will be mailed to homeowners mailing address we have on file

**OFFICE USE ONLY**

\_\_\_\_\_Application \_\_\_\_\_ Copy of Deed \_\_\_\_\_ Insurance Info. \_\_\_\_\_ Check (if applicable)

Zoning Permit No. \_\_\_\_\_ Date \_\_\_\_\_

Receipt of disposal of demolition:

No Charge for residential demolition  
\$50.00 for commercial demolition  
Make your check out to the Town of Marbletown

\_\_\_\_\_  
\_\_\_\_\_

Check No. \_\_\_\_\_

Receipt No. \_\_\_\_\_



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.



# 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:

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:

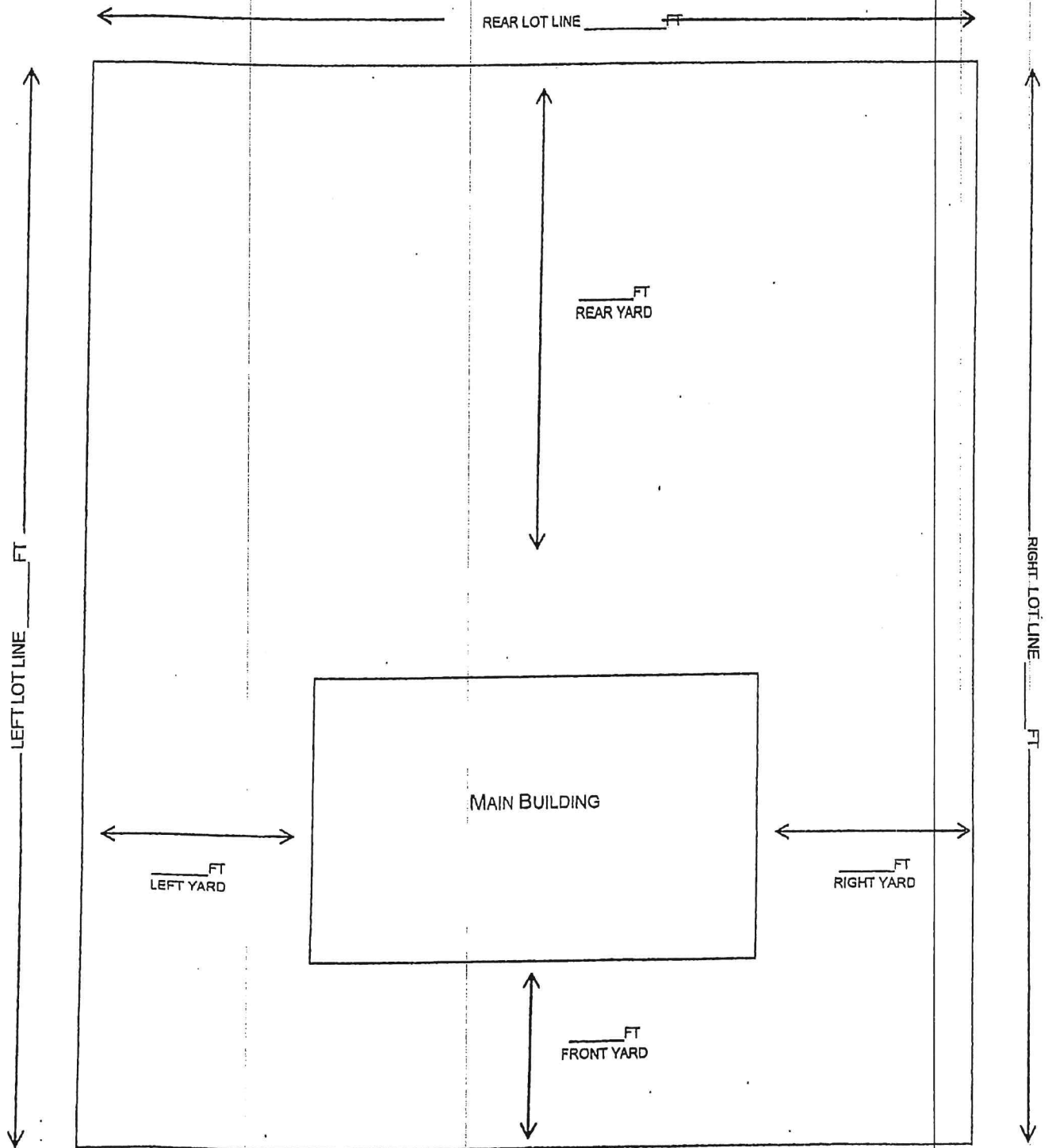
- Select **Access Recent Activity** from your email, **or**
- Access [businessexpress.ny.gov](https://businessexpress.ny.gov), and then access your **Dashboard** (under your login name on right).

Print and **sign** the **Certificate of Attestation of Exemption**.

Submit your **CE-200** for your license, permit or contract to the issuing Agency.

# 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