

Town of Pleasant Valley
Permit Application
Heating Equipment and Oil Tanks/Boiler Equipment and Electrical Permit

Each application must be completely filled out and accompanied by a **Workers' Compensation Insurance** (or exemption from workers' compensation), **Floor Plan and a Wall Section** of the proposed Construction showing Location, Dimensions and Type of Materials used. **A Copy of the manufactures specification and requirement** are needed for all heating equipment (i.e. gas pellet and wood stoves). Additional drawings and information may be required depending on size, complexity, location and intended use of the building.

Please be sure that a Smoke Detector is in every bedroom AND outside the bedroom area (within 12 feet of the bedroom areas) and that a Carbon Monoxide Detector is on every level with a sleeping area and on every level that has a fuel fired appliance.

I.e. - Wood stove, pellet stove, fireplace, furnace and gas stove (cooking or gas fireplace).

If you are a contractor applying for a customer and wish to have the permit mailed to you, you must supply a self addressed stamped envelope. Otherwise the permit and/or Certificate of Occupancy/Compliance will go to the homeowner only.

All applicable fees, as per the Pleasant Valley Schedule of Fees, are payable at the time of application. Expiration periods and renewal options for building permits are as provided in, The Code of the Town of Pleasant Valley, Section §98-88E.

The following conditions may delay, inhibit or prevent the issuance of a Building Permit:

- Incomplete or insufficient information provided at the time of application
- Existing un-remedied zoning or building violations,
- Unpaid fees.

Certificates of Occupancy/Compliance, without which it is illegal to occupy or use any structure, are issued upon verification of the following:

- Verification of adherence to the NY State building code by the Building Inspector/Fire Inspector at applicable phase of construction such as insulation, fire and life safety protection and final inspection.
- Inspection and approval of the electrical installations by a NY State certified inspector.
- Pressure test certificate for propane tank installations.

Phone Numbers:

- Building/Zoning Office635-8395
- Electrical Underwriters: Thomas LeJeune.....373-7308
Bill Jacox.....876-8794
David Scism.....757-5916
Pat Decina 298-6792
Z3.....471-9370
The Inspector, LLC.....518-481-5300



TOWN OF PLEASANT VALLEY Building Permit Application Checklist

Documents Required: *

- 1) Full application package filled out completely
- 2) Impervious Surface Permit application (if applicable)
- 3) Plot Plan filled in with all dimensions and locations of proposed work
- 4) Homeowner's insurance – copy of declarations page
- 5) Certificate of Workers Compensation (notarized) (if applicable)
- 6) Certificate of Liability Insurance
- 7) Electrical Certificates (if applicable)
- 8) Owner's Consent form (if applicable)
- 9) Plans – sufficient in detail so as to be reviewed by the building inspector
- 10) Dutchess County San 34 form (if applicable)
- 11) Dutchess County San 35 form (if applicable)
- 12) Permit for Work on Town Road – driveway permit triplicate application (if applicable)
- 13) Driveway connection specification sheet relative to the above (as applicable)

** Not all items and forms will be applicable for every application*

Building Permits

A.	Residential, Manufactured, Mobile Homes	.50 per Sq Ft*
B.	Commercial	.60 per Sq Ft *
* \$100 Minimum		
C.	Agricultural buildings in Agricultural Districts Pursuant to New York State Agriculture and Markets Law § 305a(1) i. Application ii. Inspection Fee	.15 per Sq. Ft** **\$750 maximum \$100 Per Inspection*** ***\$200 maximum
D.	Roof Replacement (Structural)	\$100
E.	Pool Permit i. Above Ground ii. On Ground	\$100 \$200
F.	Demolition Permit i. Residential ii. Commercial	\$100 \$100
G.	Supplemental Heating Device (Woodstove, Pellet Stove, Gas Fireplace, etc.)	\$100
H.	Occupancy change for Commercial Use i. No Physical Changes ii. With Physical Changes (Requires review by fire and zoning administrator)	\$100 \$200
I.	Electrical	\$100
J.	Start-up/Fit-up	\$100
<u>Fire Inspection</u>		
A.	Up to 1000 Sq. Ft.	\$50
B.	1000 Sq. Ft. to 5000 Sq. Ft.	\$100
C.	Over 5000 Sq. Ft.	\$150
D.	Oil Tank Abandonment/Replacement Above or Underground	\$100
<p><u>All Fees doubles for as built conditions</u> <u>Building permits are good for one year from date of issuance. Permits must be renewed annually</u></p>		

Procedures – Applying / Closing Building Permits

1. Apply for a Building Permit; fill out, complete and submit all applicable documents.
2. Once work is completed:
 - a. For Electrical: Obtain a Completion of Work Certificate from Electrical Inspector.
 - b. For Electrical and Building, follow steps 3 and 4, below:
3. Call the Building Department to Schedule an Appointment with the Building or Fire Inspector for a final inspection.
4. Once the Final Inspection has been completed, a CC/CO is issued by the Town thus closing the Permit.

Note: Building/Electrical Permit should be Renewed if the work is not complete.

Renewals should occur *before* your permit expires.

Once your permit expires, the fee will need to be paid again.

No CC/CO will be issued on an Expired Permit, as that permit, once expired, no longer exists.

Town of Pleasant Valley, Dutchess County, New York

Office of Zoning Administrator
1554 Main Street, Pleasant Valley, NY 12569
Phone (845) 635-8395; Fax (845) 635-1452

Application for Heating Equipment/Oil Tanks and Electrical Permit

<i>For Office Use Only</i>			
Application Date _____	Permit Number _____	OK to Issue _____	Permit Fee \$ _____
		Receipt # _____	Check # _____

This application must be fully completed and submitted to the Fire/Zoning Office at Pleasant Valley Town Hall, along with an accurate *Plot Plan* and a *complete description* of the proposed work. The drawings must show the material and equipment to be used, and the details of structural, mechanical, plumbing and electrical installations. The Fire Inspector may require that these plans be stamped and signed by a New York State registered architect or engineer. If the applicant is not the owner, a consent form must be executed. (see attached). **The Impervious Surface application must be completed for all exterior structures.**

Applicant: Name _____ Phone Nr. _____

Mailing Address _____ City _____ State _____ Zip _____

Property Owner: Name _____ Phone Nr. _____

Mailing Address _____ City _____ State _____ Zip _____

Project: Location _____ Tax Grid Nr. 13- _____ Zoning District _____

Proposed Work: New Construction Addition Alterations Installation Change of Occupancy for Business

Dimensions: Front _____, Rear _____, Depth _____, Height _____

Estimated Cost \$ _____ Total Square Footage _____

Existing Use and Occupancy _____

Description of Proposed Work _____

I hereby certify that I have read, understand and will comply with the following:

1. The work covered by this application may not be commenced before the issuance of a Building Permit.
2. A Building Permit becomes void if the work is not started within one year of date issued.
3. The Building Permit must be kept at the construction site and the Permit Placard must be visibly posted.
4. Each Building Permit expires 12 months from the date issued and may, upon application for renewal, be extended for one additional year.
5. The applicant agrees to comply with all applicable laws, ordinances and regulations.

The specifically effected area of a building for which a Building Permit has been issued shall not be occupied or used in whole or in part for any purpose or reason prior to the issuance of a Certificate of Occupancy/Compliance.

All phases of construction are inspected at the appropriate time through the Building/Fire Department with at least 24 hours' notice with the exception of the electrical inspection which is performed by the NYS underwriters. (See cover page)

Applicant _____ Signature _____ Date _____

SECTION AJ304
ALTERATIONS - LEVEL 2

AJ304.1 Scope. Level 2 alterations include the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment.

AJ304.2 Application. Level 2 alterations shall comply with the provisions of Section AJ5 for Level 1 alterations as well as the provisions of Section AJ6.

Exception: Work areas in which the alteration work is exclusively plumbing, mechanical or electrical shall not be included in the computation of total area of all work areas.

SECTION AJ604
FIRE AND LIFE-SAFETY PROTECTION

AJ604.1 Smoke alarms. When interior alterations occur, or when one or more sleeping rooms are added or created in existing dwellings, the individual dwelling unit shall be provided with smoke alarms located as required for new dwellings; the smoke alarms shall be interconnected and hard wired.

Exception: In other than bed and breakfast dwellings, smoke alarms in existing areas shall not be required to be interconnected and hard wired where interior wall or ceiling finishes are not removed to expose the structure.

AJ604.1.1 Power source. Smoke alarms shall be permitted to be battery operated when installed in buildings without commercial power or an on-site electrical power system, or in buildings where existing interior wall or ceiling finishes are not removed to expose the structure.

AJ604.1.2 Interconnection. Smoke alarms shall not be required to be interconnected where battery operated alarms are permitted.

AJ604.2 Carbon monoxide alarms. When level 2 alterations occur, the individual dwelling unit shall be provided with carbon monoxide alarms as required for new dwellings.

Exception: In other than bed and breakfast dwellings, carbon monoxide alarms shall be permitted to be battery operated when installed in buildings without commercial power or an on-site electrical power system, or in buildings where existing interior wall or ceiling finishes are not removed to expose the structure. Carbon monoxide alarms shall not be required to be interconnected where battery operated alarms are permitted.

AJ604.3 Automatic sprinkler systems. A third story above grade may be created in an existing attic without requiring the installation of a sprinkler system throughout the entire dwelling, provided all of the following conditions are met:

1. The building was legally occupied before January 1, 1984.
2. The finished space and its means of egress to the exterior are equipped with a limited area sprinkler system installed in accordance with NFPA 13D.
3. The finished space is provided with:

Town of Pleasant Valley, Dutchess County, New York

Office of Zoning Administrator
1554 Main Street, Pleasant Valley, NY 12569
Phone (845) 635-8395; Fax (845) 635-1452

Application for Building Permit

<u>For Office Use Only</u>			
Application Date _____	Permit Number _____	OK to Issue _____	Permit Fee \$ _____
		Receipt # _____	Check # _____

This application must be *fully completed* and submitted to the Building/Zoning Office at Pleasant Valley Town Hall, along with an accurate *Plot Plan* and a *complete set of plans* of the proposed construction. The drawings must show the material and equipment to be used, and the details of structural, mechanical, plumbing and electrical installations. The Building Inspector may require that these plans be stamped and signed by a New York State registered architect or engineer. If the applicant is not the owner, a consent form must be executed. (see attached)

Applicant: Name _____ Phone Nr. _____

Mailing Address _____ City _____ State _____ Zip _____

Property Owner: Name _____ Phone Nr. _____

Mailing Address _____ City _____ State _____ Zip _____

Project: Location _____ Tax Grid Nr. 13- _____ Zoning District _____

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3. The Building Permit must be kept at the construction site and the Permit Placard must be visibly posted.
4. Each Building Permit expires 12 months from the date issued and may, upon application for renewal, be extended for one additional year.
5. The applicant agrees to comply with all applicable laws, ordinances and regulations.

No building shall be occupied or used in whole or in part for any purpose or reason prior to the issuance of a Certificate of Occupancy/Compliance. It is the applicant's responsibility to contact this office for the required inspection(s).

All phases of construction are inspected at the appropriate time through the Building Department with at least 24 hours' notice with the exception of the electrical inspection which is performed by the NYS underwriters. (See cover page)

Applicant _____ Date _____
Signature



TOWN OF PLEASANT VALLEY
OWNER'S CONSENT NOTICE

Date

Location of Property

Record Owners

Address & Phone

I (We)

hereby give

(Owner - Please Sign)

Consent To:

(Applicant)

To act as my (our) agent with regard to the application
made to the Planning Board concerning the above property

Signed:

Print Name:

Title:

(must be notarized)

Sworn to before me. This _____ Day of _____, _____

County Clerk or Notary Public

Town of Pleasant Valley
1554 Main Street
Pleasant Valley, NY 12569

Plot Plan

Must be submitted with application for all exterior construction with all the proper setbacks

Applicant _____ Address _____

Location of site _____ Grid Nr. _____

Rear of Lot _____ feet

Please indicate where on your property the new structure will be built



HOUSE

Side setback _____ feet Side setback _____ feet

Rear setback _____ feet

Front setback _____ feet

Road Frontage _____ feet

The general municipal law is amended by adding a new section 125 to read as follows:

125. ISSUANCE OF BUILDING PERMITS. NO CITY, TOWN OR VILLAGE SHALL ISSUE A BUILDING PERMIT WITHOUT OBTAINING FROM THE PERMIT APPLICANT EITHER:

1. PROOF DULY SUBSCRIBED THAT WORKERS' COMPENSATION INSURANCE AND DISABILITY BENEFITS COVERAGE ISSUED BY AN INSURANCE CARRIER IN A FORM SATISFACTORY TO THE CHAIR OF THE WORKERS' COMPENSATION BOARD AS PROVIDED FOR IN SECTION FIFTY-SEVEN OF THE WORKERS' COMPENSATION LAW IS EFFECTIVE; OR

2. AN AFFIDAVIT THAT SUCH PERMIT APPLICANT HAS NOT ENGAGED AN EMPLOYER OR ANY EMPLOYEES AS THOSE TERMS ARE DEFINED IN SECTION TWO OF THE WORKERS' COMPENSATION LAW TO PERFORM WORK RELATING TO SUCH BUILDING PERMIT.

Implementing Section 125 of the General Municipal Law

1. General Contractors -- Business Owners and Certain Homeowners

For businesses and certain homeowners listed as the general contractors on building permits, proof that they are in compliance with Section 57 of the Workers' Compensation Law (WCL) is ONE of the following forms that indicate that they are:

- ♦ Insured (C-105.2 or U-26.3),
- ♦ a Board-approved self-insured employer (SI-12), or
- ♦ are exempt (WC/DB-100),

under the mandatory coverage provisions of the WCL. Any residence that is not a 1, 2, 3 or 4 Family, Owner-occupied Residence is considered a business (income or potential income property) and must prove compliance by filing one of the above forms.

2. Owner-occupied Residences

For homeowners of a 1, 2, 3 or 4 Family, Owner-occupied Residence, proof of their exemption from the mandatory coverage provisions of the Workers' Compensation Law when applying for a building permit is to file Form BP-1.

- ♦ Form BP-1 shall be filed if the homeowner of a 1, 2, 3 or 4 Family, Owner-occupied Residence is listed as the general contractor on the building permit, and the homeowner:
 - ◊ is performing all the work for which the building permit was issued him/herself,
 - ◊ is not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping the homeowner perform such work, or
 - ◊ has a homeowner's insurance policy that is currently in effect and covers the property for which the building permit was issued AND the homeowner is hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued.
- ♦ If the homeowner of a 1, 2, 3 or 4 Family, Owner-occupied Residence is hiring or paying individuals a total of 40 hours or MORE in any week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued, then the homeowner may not file the "Affidavit of Exemption" Form BP-1, but shall either:
 - ◊ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit (Form C-105.2 or Form U-26.3), OR
 - ◊ have the general contractor, performing the work on the 1, 2, 3 or 4 family, owner-occupied residence (including condominiums) listed on the building permit, provide appropriate proof of workers' compensation coverage, or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit.

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

This form cannot be used to waive the workers' compensation rights or obligations of any party.

Under penalty of perjury, I certify that I am the owner of the 1, 2, 3 or 4 family, owner-occupied residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- I am performing all the work for which the building permit was issued.
- I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- I have a homeowner's insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- ♦ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a WC/DB-100 exemption form; OR
- ♦ have the general contractor, performing the work on the 1, 2, 3 or 4 family, owner-occupied residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

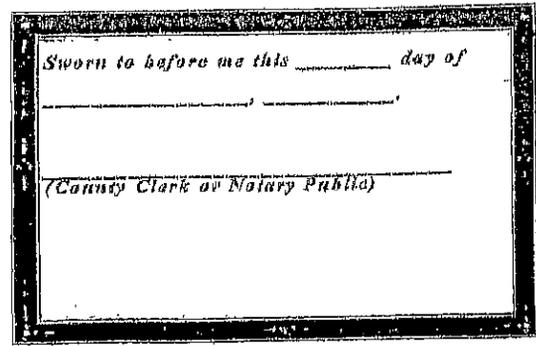
(Signature of Homeowner)

(Date Signed)

(Homeowner's Name Printed)

Home Telephone Number _____

Property Address that requires the building permit:



Once notarized, this Form BP-1 serves as an exemption for both workers' compensation and disability benefits insurance coverage.