



TOWN
OF

TUXEDO

ORANGE COUNTY, NEW YORK

Building/Planning/Zoning
1 Temple Drive
Tuxedo, NY 10987
Office: 845-351-4411 x6

Examined _____ 20____

Approved _____ 20____

Building Inspector

Disapproved _____

APPLICATION FOR BUILDING PERMIT

Requirements for a Building Permit Application:

1. This application must be accompanied by the required fee and two complete sets of plans (along with an electronic plan set which should be emailed to buildingclerk@tuxedogov.org) showing proposed construction and any applicable specifications. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and the installation details of structural, mechanical, electrical and plumbing. Plans for new construction and additions must include the electrical code, NYS Energy Code, the Fire Prevention and Building Code and the structural live and dead load of the roof and floor supports. Proof of liability insurance and Worker's Compensation must be provided unless Affidavit of Exemption to show proof of Worker's Compensation Insurance is provided.
2. Plot plan clearly locating all buildings, whether existing or proposed, and location of proposed work to be done, including dimensions of proposed work and all setback dimensions from property lines and existing structures.
3. Upon approval of this application, the Building Department will issue a Building Permit along with a duplicate set of plans and specifications. These materials shall be kept on the premises available for inspection throughout the progress of the work.
4. No building shall be used or occupied in whole or part until the Building Inspector has done a final inspection and issued a Certificate of Occupancy.

APPLICATION IS HEREBY MADE to the Building Inspector for the issuance of a Building Permit pursuant to the New York State Building Construction Code for the construction of buildings, additions or alterations, or for removal or demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

Applicant Information:

Name (Please print)

Address

Email address

Telephone

Applicant is: Owner [☐] Lessee [☐] Agent [☐] Architect/Engineer [☐] Contractor [☐]

If applicant is a corporation, name, title and
signature of duly authorized officer: _____

Property Information:

Section: _____ Block: _____ Lot: _____

Address of Property where work will be done: _____

Property Owner (if different from Applicant): _____

Address

Telephone

Nature of work:

Addition ☐ Alteration ☐ Deck ☐ Demolition ☐ New Building ☐ Roof ☐ Accessory Building ☐
Inground / Above Ground Pool ☐ Solar ☐ HVAC ☐ Plumbing ☐

Existing use and occupancy of property: _____

Intended use and occupancy of property: _____

Detailed Description of Project: _____

Sq. Footage: _____ No. of Bedrooms: _____ No. of Bathrooms: _____ Finished Basement: _____

Project Cost and Fees: See attached fee schedule. All fees are to be paid at the time of application.

Project Cost: _____ Fee: _____

Project Contacts:

Contractor: _____ Email: _____

Address: _____ Telephone: _____

Electrician: _____ O. C. License # _____ Exp _____

Address: _____ Telephone: _____

All electrical work must be performed by an Orange County licensed electrician and be inspected by a Certified Electrical Inspector from the attached list.

Statement of Deposition:

_____ Being duly sworn deposes and says that he/she is the applicant
(Name of Individual signing application)

named above. He/she is the _____ of said owner or owners and is duly
(Contractor, Agent, Corporate Officer, etc.)

authorized to perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his knowledge and belief; and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sworn to before me _____ 20____

Signature of Applicant

Notary Public

It is the applicant's responsibility to call the Building Department to schedule inspections during construction and for final Certificate of Occupancy upon completion.

Town of Tuxedo Policy Statement

The Town of Tuxedo Building Inspector shall not take a conclusive action relative to the granting of an approval, permit or other similar official acceptance when the applicant, lessee, lessor, property owner and/or property location has an outstanding violation of code pending, monies and/or fees outstanding or unsatisfied conditions of approval against said applicant or property. The Building Inspector may conduct such preliminary procedures that it may deem necessary or appropriate to assure conformance with code requirements and/or law with the understanding that final approval and/or acceptance will not be taken until such time as any and all violations outstanding monies and fees and conditions are satisfied.

Read and understood by me on _____

Name and address of Applicant _____

Signature of Applicant _____

Property Address _____

Section _____ Block _____ Lot _____

To Applicant:

A Certificate of Occupancy (C/O) or Certificate of Compliance (C/C) must be issued for the work covered by this permit. All required inspections must be made in order for the appropriate Certificate to be issued and it is your responsibility to make sure that all inspections are made.

We have experienced many problems with the building permits having expired (the contractor paid and gone) and the work completed, but no C/O or C/C issued. A lack of a certificate constitutes a violation and will cause you serious problems when you decide to sell or refinance your home.

The Building Permit is good for a maximum of 18 months.

Please understand, a Certificate of Occupancy or Certificate of Compliance MUST be issued BEFORE you use the area covered by the permit.

Please sign below acknowledging that you have read and understand the above.

Applicant's Signature

Date

**Town of Tuxedo
1 Temple Drive
Tuxedo NY 10987**

Owner's Consent Affidavit
(Required when Owner is NOT the Applicant)

Section: _____ Block: _____ Lot: _____

Name of Project: _____

Name of Fee Owner: _____

Address: _____
City State Zip

Telephone #: _____

Name of Applicant: _____

Address: _____
City State Zip

Telephone #: _____

State of New York
County of Orange, ss:
Town of Tuxedo, NY

_____ Being duly sworn, deposes and says that he/she/they reside(s)
at _____ in the county of _____ in the state of _____
that he/she/they is/are the owner in fee of all that certain lot, piece or parcel of land situated, lying and
being in the Town of Tuxedo aforesaid and designated as Section: ____ Block ____ Lot _____, of the
Tuxedo Tax Map and that he/she/they hereby authorize(s) the application on his/her/their behalf and that
the statements of fact contained in said application are true, and agrees to be bound by the determination
of the Board and/or Building Inspector.

Sworn to before me

Owner: _____

_____ Day of _____

Notary Public

OTHER REQUIREMENTS AND SCHEDULE OF BUILDING INSPECTION

Other Requirement: When applicable, all plans must include notes indicating the following

1. A certificate shall be completed by building or registered design professional and posted where the furnace is located listing the predominant R-values of all insulation installed; U-factors for fenestration and the SHGC; and results from duct system and building envelope air leakage testing according to Section N1101.14 (R401.3) of the Energy Code.
2. Ducts shall be pressure tested to determine air leakage by either rough-in test or post construction test as per Section N1103.3.3 (R403.3.3) of the Energy Code.
3. The building or dwelling unit shall be tested and verified for air leakage as per Section N1102.4.1.2 (R402.4.1.2) of the Energy Code.
4. Demolition – Safe and sanitary conditions shall be provided during demolition and wrecking operations. Work shall be done to minimize hazard from fire, injury, danger to health and conditions which may constitute a public nuisance. Access to utilities and public facilities including fire hydrants, street lights and manholes shall be maintained during demolition. Gas, electric, sewer, water, heat and other service connections shall be disconnected, removed or sealed in accordance with regulations of the public utility or agency having jurisdiction.
5. Applications for Swimming Pool – Must include a location sketch on survey map with measurements of pool and distance from property line and any other structures. Electric work must be inspected by Town approved electrical inspector before a Certificate of Occupancy is issued. Must provide proof of insurance in the amount not less than \$50,000. See additional supplemental information regarding local and state regulations.

Required Inspections (when applicable):

1. Pre construction meeting / Site Inspection / Mark out (when applicable)
2. Footing forms and trenches
3. Foundation form with reinforcing steel
4. Plumbing under slab
5. Gravel under slab
6. Footing drains and waterproofing
7. Dry Well
8. Foundation and backfill
9. Framing - before insulation is in place (rough electrical – sticker should be in place) w/ firestopping if applicable.
10. Rough plumbing inspection (cast iron through foundation wall)
11. Mechanicals (including fireplace)
12. Insulation
13. Footing drain
14. Ice and water shield (for roof only.)
15. Grading
16. Final for C/O grading complete, building complete, underwriter inspection certificate, all railings.
17. Generator & Fuel Tank installs

Other Inspections (when applicable):

Septic
Water service (public water supply)
Rough grading (after backfill & septic)

A water purity test must be performed, and the results available, before Certificate of Occupancy is issued for any home or business that is not hooked up to a public water supply system.

Before a Certificate of Occupancy can be issued, the house or business must be numbered according to Town Code Chapter 38-1 to 7. Adopted 9/22/93.

Construction, including excavation, demolition, alteration or repair of any structure is prohibited other than between 8:00 am and 8:00 pm, weekdays, or 9:00 am to 8:00 pm, weekends and holidays.

All building debris must be cleared from building sites upon completion of construction and before a Certificate of Occupancy can be issued. The town's refuse contract does not provide this service. All builders (contractors or owners) must make their own arrangements for this carting.

Building Department Schedule of Fees of the Town of Tuxedo

The fees listed below are an extract from the full Schedule of Fees of the Town of Tuxedo. The full Schedule of Fees is available on request.

A. Building permit fees.

(1) Residential:

- (a) New Construction: One dollar (\$1) per square foot of habitable area.
- (b) Addition [An addition is anything that adds square footage to the building.]: One dollar (\$1) per square foot of habitable area of addition. Minimum fee: One hundred twenty-five dollars (\$125).
- (c) Alterations, repairs, accessory buildings or structures: One hundred dollars (\$100), plus five dollars (\$5) for each \$1,000 or fraction thereof in cost.
- (d) Above-ground pools: One hundred dollars (\$100).
- (e) In-ground pools: Three hundred dollars (\$300), plus the cost of an Electric Permit (\$75).

(2) Commercial/Industrial

- (a) New Construction: One dollar (\$1) for each square foot. Square footage shall include the area(s) of the basement(s).
- (b) Building addition [An addition is anything that adds square footage to the building]: One hundred seventy-five dollars (\$175) plus two dollars (\$2) for each and every square foot of addition.
- (c) Alterations, repairs, accessory buildings or structures, demolitions, etc.: One hundred seventy-five dollars (\$175), plus five dollars (\$5) for each \$1,000 or fraction thereof in cost.

B. Certificate of occupancy, violation search and building reinspection fees.

- (1) New residential unit: One hundred dollars (\$100).
- (2) Certificate for alterations, accessory buildings or structures, etc. over ten thousand dollars (\$10,000) in cost: One hundred dollars (\$100).
- (3) New Commercial/Industrial: Two hundred fifty dollars (\$250).
- (4) Violation search: One hundred fifty dollars (\$150).
- (5) Any type building permit reinspection fee: One hundred fifty dollars (\$150).

C. Septic field inspection fees.

Inspection for repair, refurbishment, restoration or relocation of septic field: One hundred fifty dollars (\$150), plus engineering fee, if applicable.

D. Campground fees.

One (1) year: Fifty dollars (\$50), plus ten dollars (\$10) per campsite or site having the capacity for camping.

E. Storage tank installation or removal fees.

(1) Residential:

Installation of above-ground tank: One hundred dollars (\$100).

Installation of below-ground tank of up to one thousand (1,000) gallon capacity: One hundred dollars (\$100).

Installation of below-ground tank over one thousand (1,000) gallon capacity: Two hundred fifty dollars (\$250).

Removal of above-ground tank: One hundred dollars (\$100).

Removal of below-ground tank: One hundred dollars (\$100).

(2) Commercial/Industrial:

Installation or removal, above- or below-ground: Two hundred fifty dollars (\$250).

F. Miscellaneous Permits and Fees.

Electric / Generator Permit	\$75.00
Wood/Pellet Stove/Fireplace	\$150.00

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 homeowners 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 CE-200 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:

<p>Sworn to before me this _____ day of _____,</p> <p>_____ (County Clerk or Notary Public)</p>

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

LAWS OF NEW YORK, 1998
CHAPTER 439

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),
- ♦ self-insured (SI-12), or
- ♦ are exempt (CE-200),

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 (12/08).

- ♦ 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(12/08), 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 (the C-105.2 or U-26.3 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) 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.

ELECTRICAL INSPECTORS

NY Electrical Inspections & Consulting LLC – John Wierl
93 Beattie Avenue
Middletown, NY 10940
845-551-8466

Electrical Underwriters of NY, LLC – Ernie Bello
P.O. Box 4089
New Windsor, NY 12550
845-569-1759

Commonwealth Electrical Inspection Service, Inc. – James Cocks
23 Tephanc Ave.
Monroe, NY 10950
845-325-0158

Swanson Consulting Inc. – J.O. Swanson or Vincent Saldana
P.O. Box 395
Salisbury Mills, NY 12577
845-496-4443

Northeast Electrical Inspections LLC – Dave Near
65 Albermarie Road
Scotia, NY 12302
518-866-1663 - 518-852-0827

Inspections On Time
809 Highland Laker Road
Middletown, NY 10940
845-233-6711

SAS Electrical Inspection – Yuri Badovich
PO Box 119
Greenfield Park, NY 12435
845-801-2172

BACKFLOW PREVENTOR INSPECTOR

Roth:Menchancal, Inc.
R.D. #4 Sycamore Drive
New Windsor, NY 12553
845-534-2296