

TOWN OF STARKEY, NEW YORK

Code Enforcement Office
40 Seneca Street
Dundee, New York 14837 Phone:
(607) 243-7998
Fax: (607) 243-7764
Website: www.townofstarkey.org
Email: starkeyCEO@gmail.com



INFORMATION PERTAINING TO A BUILDING PERMIT

(Note. Residential Use is a 1 Unit or 2 Unit Dwellings and Townhouses, which such dwellings and townhouses are not more than 3 stories, and Bed & Breakfast Dwellings)

BUILDING PERMITS REQUIRED. Any owner who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the NYS Uniform Fire Prevention and Building Code (a.k.a., the Uniform Code) and/or the Energy Conservation Construction Code of NYS (a.k.a., the Energy Code), or to cause any such work to be performed, shall first make application to the Code Enforcement Officer and obtain the required Building Permit.

REGISTERED DESIGN PROFESSIONAL. A Registered Design Professional is required to prepare, sign and seal all construction documents required for this type of Building Permit.

NOTICE OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION. Please read Appendix C that is located within the attached application for a Building Permit.

SCHEDULING INSPECTIONS.

1. The owner and/or contractor shall schedule the required inspections, which are listed within the Building Permit, with the Code Enforcement Officer at least 24 hours in advance.
2. Inspections are performed during the business hours of the Code Enforcement Officer, which are:
 - Monday-Thursday: 9 AM – 1 PM.
 - Friday: 9 AM – 11 AM
3. For exterior inspections, the Code Enforcement Officer will not enter a lot of record without permission of the contractor and/or owner.
4. For interior inspections, the Code Enforcement Officer will not enter a structure without the presence of the contractor and/or owner.

(Note. The Code Enforcement Officer is not responsible to ensure that the owner or contractor schedules the required inspections.)

PRIVATE WELL INSPECTIONS. The Code Enforcement Officer nor any other employee of the Town of Starkey shall approve and/or inspect a private well. Individual water supplies (a.k.a., private wells) shall be installed by a well driller registered with the NYSDEC and be in compliance with the provisions of Appendix 5-B of the New York State Department of Health regulations (10NYCRR Appendix 5-B). A copy of the NYSDEC well completion report shall be submitted to the Code Enforcement Officer for the installation of new private wells within the Town of Starkey. For more information, please review the information titled, "Individual Water Supply Wells – Fact Sheet #6", which is provided by NYSDOH at their website (www.health.ny.gov).

SEPTIC INSPECTIONS. The Code Enforcement Officer of the Town of Starkey shall approve and/or inspect an onsite wastewater treatment system (a.k.a., septic system) to verify the system is adequate for any changes to bedrooms or effluent level in the existing system. These systems may require modification to obtain building permit.

MECHANICAL SYSTEMS. Due to the enactment of the Energy Code, calculations of the design of new mechanical systems (i.e., HVAC) must be submitted to the Code Enforcement Officer as part of an application for a Building Permit.

FLOOD DAMAGE PREVENTION. The Code Enforcement Officer nor any other employee of the Town of Starkey is permitted to issue any certificate or permit unless the work complies with the applicable regulations of the Flood Damage Prevention Law of the Town of Starkey as well as the Uniform Code. For this reason, new and modifications to existing structures within certain flood zones of the Town of Starkey, which are designated by the FEMA Flood Insurance Rate Map (FIRM) of the Town of Starkey, might require work to eliminate/reduce damages by flood such as but not limited to the installation of flood vents. In addition, a Registered Design Professional might be required to certify the work is compliant with such regulations. If you have any concerns or questions, please contact the Code Enforcement Officer and/or visit the following website for more information: <http://www.stcplanning.org/index.asp?pageld=108>.

HUD MANUFACTURED HOME. If the proposed work involves the installation of a HUD manufactured home, please complete the application for a Building Permit for a HUD Manufactured Home.

FEES. The application fee is nonrefundable and is established by the Town Board of the Town of Starkey. Please contact the Code Enforcement Officer to ascertain the required fee for the proposed work. Lastly, any application for a Building Permit shall be deemed incomplete and no code compliance review will be initiated until such fee is paid to the Town of Starkey.



CHECKLIST PERTAINING TO A BUILDING PERMIT

- ☐ Completed application that is signed by the owner; and
- ☐ Payment of an associated application fees, which is nonrefundable; and
- ☐ A copy of the general contractor's Certificate of NYS Workers Compensation Insurance Form C-105.2, a NYS Certificate of Affidavit of Exemption form BP-1 for 1-4 family owner-occupied dwellings or NYS Certificate of Attestation of Exemption of NYS Workers Compensation Insurance form CE-200; and
- ☐ Site plan for new structures/buildings and/or additions; and
- ☐ Construction documents; and
 - Footing, foundation, and slab-on-grade plans, which shall include but are not limited to information pertaining to drainage, size and spacing of reinforcing steel, and type of foundation wall (e.g., CMU, solid concrete, etc.); and
 - Floor plans, which shall include but is not limited to information pertaining to room dimensions, type of occupancy of the room and occupant load of each room (e.g., Bedroom #1 – 2 persons); and
 - Floor plans illustrating the location of carbon monoxide detectors and smoke detectors, if applicable; and
 - Building elevations, which shall include but is not limited to information pertaining to location of the grade plane, exterior building materials, and building height/story; and
 - Framing plans, which shall include but is not limited to information pertaining to door, header and window sizes and types; and
 - Framing plans, which shall include but is not limited to information pertaining to door, header and window sizes and types; and
 - Braced wall panels must be clearly illustrated on the framing plans. You can read more about wall bracing at <https://www.apawood.org/wall-bracing>; and
 - Emergency escape and rescue openings must be clearly identified in the construction documents; and
 - Openings (e.g., doors, windows, etc.) that require safety glazing (a.k.a., tempered glass) must be clearly identified in the construction documents; and
 - Plumbing plans; and
 - Mechanical (i.e., HVAC) plans; and
 - Mechanical system calculations are required to be submitted; and
 - Affidavit of whole house mechanical ventilation; and
 - Electrical plans; and
 - Energy compliance analysis, which it is highly recommended to submit a REScheck; and
 - Notice of the utilization of truss type construction, pre-engineered wood construction and/or timber construction, if applicable; and
 - Fire protection (e.g., sprinkler) shop drawings, hydraulic design calculations, specifications of materials and current fire flow information, if applicable; and
 - For NYS approved “modular” homes, submit the NYS certificate/letter of approval and construction documents from the manufacturer. All field constructed work such as but not limited to foundations, decks, porches, etc. shall have construction documents signed and sealed by a Registered Design Professional licensed in NYS; and
 - Any other information as deemed necessary by the Code Enforcement Officer. As an example, the Code Enforcement Officer has the right to request the Registered Design Professional to complete the NYS plan review checklist to ensure compliance with the applicable provisions of the NYS Uniform Fire Prevention and Building Code and/or Energy Conservation Construction Code of NYS.
- ☐ Erosion and stormwater pollution prevention plans if disturbing 5 or more acres of land or a steep slope; and
- ☐ Inspection of the proposed and/or modifications to an existing septic system, if applicable; and
- ☐ Statement of Compliance with the Energy Code and Uniform Code; and
- ☐ Other data and/or information deemed necessary by the Code Enforcement Officer.

APPLICATION FOR A BUILDING PERMIT

Part 1. Owner Information.

☐

Check this box if you want a copy of this application.

Name:

Telephone No.:

Address:

Email:

Part 2. General Contractor Information.

(Note: N/A = Not Applicable)

☐

Check this box if the owner is the General Contractor.

Name:

Telephone No.:

Address:

Email:

NYS Insurance Requirements: (Note. A Building Permit cannot be issued until proof of insurance or exemption thereof is received.)

A. Contractor is not the owner.

A1. Is a copy of the general contractor's Certificate of NYS Workers Compensation Insurance Form C-105.2 or NYS Certificate of Attestation of Exemption of NYS Workers Compensation and Disability Benefits Form CE-200 attached to this application? ☐ YES ☐ NO ☐ N/A

(Note. ACCORD forms are not allowed to be submitted as proof of insurance per NYS.)

A2. Is a copy of the general contractor's Certificate of NYS Disability Benefits Form DB-120.1 or NYS Certificate of Attestation of Exemption of NYS Workers Compensation and Disability Benefits Form CE-200 attached to this application? ☐ YES ☐ NO ☐ N/A

(Note. ACCORD forms are not allowed to be submitted as proof of insurance per NYS.)

B. Contractor is the owner.

B1. Is a BP-1 form attached to this application? ☐ YES ☐ NO ☐ N/A

(Note. A BP-1 form can only be used by an owner whose primary residence is the subject lot of record and is acting as the general contractor and conforms to the applicable requirements prescribed within such NYS form.)

Part 3. Work Location.

A. Legal address of lot of record:

(Note. Please understand that this application only applies to a project location located within the Town of Starkey that is outside the Village of Dundee.)

B. Tax Map Identification Number of lot of record:

(Note. Your lot of record's tax map identification number is listed on your tax bills. However, please leave this item blank if you are unsure and the Code Enforcement Officer will determine it based on the records of the Town Assessor.)

C. Is the proposed project location accessible by an approved road? ☐ YES ☐ NO ☐ N/A

(Note. Please understand that §280-a of the Town Law of NYS prohibits permits to be issued for the erection of a structure unless it is accessible by an approved road, which can be a private road or a public road. Please further understand that access is defined as the lot of record, which the proposed work is proposed to be performed, abuts an approved road. Landlocked lots of record that have access by easement only does not conform to this requirement.)

D. Is the required exit door of the dwelling located more than 300 feet from a fire apparatus access road or an approved road? ☐ YES ☐ NO ☐ N/A

(Note. The Uniform Code requires driveways that conform to state requirements when the required exit door of a new dwelling is located more than 300 feet from a fire apparatus access road or an approved road. Some exceptions to this requirement are applicable.)

Part 4. Scope of Work.

A. Type of Improvement:

☐

Alteration/Rehabilitation

☐

Deck/Porch

☐

Demolition

☐

Garage

☐

New Residential Dwelling

☐

Sign

☐

Storage Shed

☐

Conversion

☐

Hot Tub/Pool

☐

Other _____

B. Brief description of the scope of work:

(e.g., New single unit dwelling, modular construction, 2 stories, 40'x40'x35', 4 bedrooms, 2.5 bathrooms, 3000 sq. ft. with attached deck (20'x10'x42") and attached garage (20'x20'x16').)

C. How many dwelling units are proposed in a new structure?

D. Is the dwelling a HUD manufactured home (a.k.a., mobile home)?

☐ Yes ☐ No ☐ N/A

(Note. If "yes," do not use this form. Please complete the application for a Building Permit for a HUD Manufactured Home.)

E. Is the dwelling a NYS approved "modular" home?

☐ Yes ☐ No ☐ N/A

(Note. If "yes," please submit the NYS certificate/letter of approval and construction documents from the manufacturer. All field constructed work such as but not limited to foundations, decks, porches, etc. shall have construction documents signed and sealed by a Registered Design Professional licensed in NYS.)

F. Estimated cost of proposed work:

(Note. Estimated cost should not include purchase price of land, Registered Design Professional fees or any other fees that are not applicable to the actual cost of construction.)

Part 5. Zoning and Other Important Information:

(Note. Skip this part if no addition, new structure, relocated structure or replacement of a structure is proposed. N/A = Not Applicable)

A. Is a site plan attached?

☐ Yes ☐ No ☐ N/A

(Note. A site plan is required for an application for a Building Permit for additions and new principal buildings (e.g., single unit dwelling) and shall bear the signature and stamp of a Registered Design Professional if such professional is required to be employed.)

B. Building Coverage:

(%)

(Note. Building coverage is the ratio of the total footprint area of all structures, whether defined as an accessory structure or principal building, on a lot of record to the area of such lot, which shall be expressed as a percentage (%). Lastly, the Code Enforcement Officer can use the information from the Assessor of the Town of Starkey to help you calculate the building coverage, but the Town of Starkey shall not be held responsible for the accuracy of this calculation.)

C. Building Height:

feet

(Note. Building height is defined as the vertical distance from grade plane to the top of a flat, shed, or mansard roof, and the average distance between the bottom of the eaves to the highest point of a point of a pitched, hipped, gambrel or gable roof.)

D. Yards.

(Note. Please refer to definitions in the Zoning Law of the Town of Starkey. Please check your survey for the location of lot lines, which such survey is typically attached to the deed of your lot of record. Lastly, the Code Enforcement Officer can use Pictometry to help you complete this information, but the Town of Starkey shall not be held responsible for the accuracy of any dimensions or other information obtained from this GIS program.)

Interior Lot. ☐ Yes ☐ No

Corner Lot. ☐ Yes ☐ No

Double Frontage Lot. ☐ Yes ☐ No

Front Yard: feet

Front Yard: feet

Front Yard: feet

Rear Yard: feet

Front Yard: feet

Front Yard: feet

Side Yard: feet

Side/Front Yard: feet

Side Yard: feet

Side Yard: feet

Side Yard: feet

Side Yard: feet

E. How many stories is the proposed structure?

stories

F. Fire Separation Distance (FSD) between detached structures:

feet

(Note. The Zoning Law of the Town of Starkey and the NYS Uniform Code have requirements pertaining to fire separation distances between structures on a same lot of record as well as lot lines. Please contact the Code Enforcement Officer to ascertain the applicable requirements for fire separation distances.)

G. What is the number of off-road parking spaces that exist, or is being created at this lot of record?

parking spaces

(Note. The Zoning Law of the Town of Starkey requires off-road parking spaces to be provided and the number of such spaces depends on the occupancy/use of such structure. For example, a single unit dwelling is required to have a minimum of 2 off-road parking spaces.)

H. For new principal buildings (e.g., single unit dwelling), does the driveway conform to the applicable provisions of the current version of the NYS Residential Code?

☐ Yes ☐ No ☐ N/A

(Note. The maximum driveway and/or fire apparatus access road grade is 10%, unless written documentation from a Registered Design Professional is submitted to the Code Enforcement Officer that such driveway and/or road cannot be built with a maximum grade of 10%, in which case, a maximum grade of 15% may be approved prior to construction. Such design professional shall design and certify the construction of such driveway and/or road.

- Exception(s): A maximum driveway and/or fire apparatus access road grade of more than 15% shall be designed by a Registered Design Professional as well as reviewed and accepted by the Town Engineer and the Fire Department having jurisdiction. Such design professional shall design and certify the construction of such driveway and/or road.)

I. Does the existing or new driveway have a length greater than 300 feet for residential uses, which such measurement is taken from an approved road?

☐ Yes ☐ No ☐ N/A

(Note. If "Yes," the driveway shall conform to the applicable provisions of the current version of the NYS Fire Code and Residential Code. Specifically, these NYS codes state that the measurement is permitted to increase beyond 300 feet for various reasons and the building is protected by an automatic sprinkler system.)

J. Is the location of the work in a designated flood hazard Zone A per the Flood Insurance Rate Map?

☐ Yes ☐ No ☐ N/A

(Note. If "Yes," compliance with the Flood Damage Prevention Law of the Town of Starkey is required and a FEMA Flood Elevation Certificate might need to be completed. Please contact the Code Enforcement Officer to ascertain the applicable requirements for work conducted within a designated flood hazard Zone A.)

K. Is the location of the work in a designated wetland?

☐ Yes ☐ No ☐ N/A

(Note. If "Yes," compliance with state and/or federal laws are required. If you are unsure, please use the NYSDEC's Environmental Resource Mapper at <http://www.dec.ny.gov/imsmaps/ERM/viewer.htm>. Please contact the applicable state and/or federal regulatory agency and obtain all necessary approvals.)

L. Is the location of the work on the lake side of the mean high-water line/mark?

☐ Yes ☐ No ☐ N/A

(Note. If "Yes," such lands are owned and regulated by NYS. Please contact the NYSDEC, Region 8, at (585) 226-5366 and obtain all necessary approvals.)

M. Is the location of the work less than ten (10) feet from a perennial stream?

☐ Yes ☐ No ☐ N/A

(Note. If "Yes," erosion and sediment control drawings shall be incorporated into the construction documents and such drawings shall be sealed and signed by a Registered Design Professional. Any alteration of a perennial stream might require approval from the NYSDEC. The Town of Starkey highly recommends contacting Yates County Soil and Water Conservation District at (315) 536-5188 if such work is located within such setback distance.)

N. Will the proposed location of the work be on or adjacent to a slope (i.e., slopes greater than 15%)?

☐ Yes ☐ No ☐ N/A

(Note. If "Yes," the current version of the NYS Residential Code has applicable provisions that shall be satisfied. Furthermore, any disturbance of a steep slope of 15% or more shall require erosion and sediment control drawings to be incorporated into the construction documents and such drawings shall be sealed/signed by a Registered Design Professional. The Town of Starkey highly recommends contacting Yates County Soil and Water Conservation District at (315) 536-5188 to assist you in protecting such steep slopes.)

O. Will the scope of work create a soil disturbance of one (1) acre or more at the lot of record?

☐ Yes ☐ No ☐ N/A

(Note. Prior to the issuance of a Building Permit, the owner or operator must obtain coverage under the NYS Pollutant Discharge Elimination System General Permit for Stormwater Discharges from Construction Activity. A copy of the NYSDEC issued Notice of Intent as well as the Stormwater Pollution Prevention Plan shall be submitted to the Code Enforcement Officer to document compliance and recordkeeping purposes. Please contact the NYSDEC, Region 8, at (585) 226-5366 to obtain more information pertaining to such state regulations.)

P. Will the proposed action cause a violation of the separation distances from an existing onsite wastewater system (a.k.a. septic system) component to a lot line (a.k.a. property line) as mandated by law?

☐ Yes ☐ No ☐ N/A

Q. Will the proposed action cause a violation of the separation distances from an existing private water well to a contaminant source as mandated by law?

☐ Yes ☐ No ☐ N/A

R. Will the structure be located over or within 10 feet of an underground utility (e.g., grinder pump, septic, etc.)?

☐ Yes ☐ No ☐ N/A

(Note. If you answered "yes," you must obtain approval from the authority having jurisdiction (e.g., Town Sewer and Water).)

Part 6. Submittal Documents.

(Note. Please read Appendix B that is attached to this application. N/A = Not Applicable)

A. Are all required submittal documents attached to this application?

☐ Yes ☐ No ☐ N/A

(Note. Please read Appendices A and B of this application to understand the applicable requirements mandated by state law.)

B. Is the scope of work designed to conform to the climatic and geographic design criteria for the Town of Starkey?

☐ Yes ☐ No ☐ N/A

(Note. Please understand that all buildings and structures are required to conform to the applicable climatic and geographic design criteria for the Town of Starkey as prescribed in the NYS Uniform Fire Prevention and Building Code.)

C. Will REScheck be utilized to document compliance with the current version of the NYS Energy Conservation Code?

☐ Yes ☐ No ☐ N/A

(Note. Please understand that the information on construction documents will change significantly if REScheck is not utilized.)

D. Do the construction documents specify the utilization of truss type construction, pre-engineered wood construction and/or timber construction? ☐ Yes ☐ No ☐ N/A

(Note. If "Yes," please read Appendix C that is attached to this application and complete the required Notice of Truss Type Construction, Pre-Engineered Wood Construction and/or Timber Construction. Lastly, please understand that the required sign shall be installed prior to requesting a Certificate of Compliance and/or Occupancy from the Code Enforcement Officer.)

E. Do new or existing dwellings contain carbon monoxide, heat and smoke detectors in the required locations mandated by NYS? ☐ Yes ☐ No ☐ N/A

F. Will the scope of the work include the installation of a whole-house mechanical ventilation system? ☐ Yes ☐ No ☐ N/A
(Note. A whole house mechanical ventilation system is required to be installed per the Residential Code of NYS.)

G. Will the scope of work include the installation of a monitored (central station) fire detection system? ☐ Yes ☐ No ☐ N/A
(Note. The installation of a monitored (central station) fire detection system shall be installed by a fire alarm installer licensed in NYS. A copy of such installer's license shall be attached to this application. Furthermore, the fire alarm installer shall submit an inspection and test report to the Code Enforcement Officer prior to a final inspection being requested.)

H. Will the scope of the work include the installation of a fire protection system (e.g., sprinklers)? ☐ Yes ☐ No ☐ N/A
(Note. The installation of a fire protection system requires shop drawings, which are signed and sealed by a Professional Engineer licensed in NYS, to be attached to this application. Furthermore, such design professionals shall inspect and certify that such system has been installed in compliance with the applicable provisions of the NYS Uniform Code as well as the applicable NFPA standard prior to a final inspection being requested.)

I. Is a new septic system proposed or repair/modification to an existing septic system? ☐ Yes ☐ No ☐ N/A
(Note. If "yes," approval from the Watershed Inspector for the Town of Starkey, which is Yates County Soil and Water Conservation District, is required prior to the issuance of a Building Permit. Please also understand that changes to a residential building might require an inspection of the existing septic system by the Watershed Inspector of the Town of Starkey.)

Part 7. Third-Party Inspections and Testing

A. Has the builder or Registered Design Professional of Record been employed to certify the residential energy efficiency? ☐ Yes ☐ No ☐ N/A
(Note. Pursuant to the Energy Code, a permanent certificate completed by the builder or Registered Design Professional of Record shall be posted on a wall where the furnace is located or an approved location inside the building.)

B. Has a third-party air infiltration testing agency been employed if the following scope of work is proposed? ☐ Yes ☐ No ☐ N/A

1. New buildings.
2. Additions.
3. Alterations that create a new building envelope (exemptions are roof replacement, vertical fenestration, and skylights).

(Note. Pursuant to the applicable provisions of the Energy Code and information obtained by the Code Enforcement Official from NYS Building Standards and Codes, air infiltration test shall be completed by a third-party agency and a written report documenting compliance shall be submitted prior to any certificate issued. Agencies approved to conduct such testing are:

- RESNET (Residential Energy Services Network) approved HERS (Home Energy Rating Systems) raters; or
- RESNET approved HESP (Home Energy Survey Professional) evaluators; or
- BPI (Building Performance Institute) approved Building Analyst; or
- Mechanical contractors with Commissioning Certifications from AEE, NEBB or equivalent where such contractors are not associated with the project; or
- Professional mechanical engineers who are licensed in NYS.

Moreover, a copy of the third-party agency's certification shall be submitted to the Code Enforcement Officer to document compliance with the certification requirements prescribed above prior to requesting any certificate. Lastly, please understand that the Town of Starkey shall not be held responsible for the costs of, nor any deficiencies determined from such reviews and inspections.)

C. Are new ducts being installed for the HVAC system? ☐ Yes ☐ No ☐ N/A
(Note. If "yes," the following provisions of the Energy Code shall be satisfied:

- New ducts within new buildings shall be pressure tested to determine air leakage as prescribed by the Energy Code; and
- New ducts within an addition or existing building equal to or greater than 40 linear feet shall be pressure tested to determine air leakage.

If ducts and air handlers are located entirely within the building thermal envelope, duct leakage testing is not required. A written report of the results of the test shall be signed by the party conducting the test and provided to the Code Enforcement Officer prior to any certificate being issued. Lastly, please understand that the Town of Starkey shall not be held responsible for the costs of, nor any deficiencies determined from such reviews and inspections.)

D. For any electrical work, has a third-party electrical inspection agency been employed to conduct electrical plan reviews and inspections? ☐ Yes ☐ No ☐ N/A

(Note. Electrical work shall be reviewed, inspected, and approved by a certified person approved by the Town. Please understand that the Town of Starkey shall not be held responsible for the costs of nor any deficiencies determined from such reviews and inspections.)

E. I understand that a third-party professional may be deemed necessary, for planning, engineering, legal or administrative reviews and inspections. ☐ Yes ☐ No

(Pursuant to Local Law 2- 2009, The Town of Starkey reserves the right to request review by a third-party professional at the expense of the applicant.)

F. For solid fuel burning (e.g., coal, wood) appliances, has a third-party inspection agency been employed to conduct a fireplace review and inspection? ☐ Yes ☐ No ☐ N/A

(Note. Solid fuel burning appliances shall be reviewed, inspected, and approved by a certified person approved by the Town. Please understand that the Town of Starkey shall not be held responsible for the costs of nor any deficiencies determined from such reviews and inspections.)

Part 8. Attestation by the Owner of the Lot of Record.

THE UNDERSIGNED HEREBY ATTESTS that he/she/they is/are the owner of the lot of record that is the subject of this application and is requesting a Building Permit to be issued by the Town of Starkey. Additionally, the owner hereby certifies that the information contained in this application is accurate, true and complete to the best of his/her/their knowledge and understands that any false statements made in this application are subject to the applicable provisions of the Penal Law of NYS. Furthermore, the owner comprehends that he/she/they is/are ultimately responsible for compliance with all local, state and/or federal laws regardless of any contractual agreements. Lastly, the owner has read this entire application, including but not limited to the attached appendixes and information sheet, and agrees to comply with the instructions contained herein.

Owner's Signature:

Date:

Appendix A. Registered Design Professional.

NYS laws requires that all construction documents relating to the construction or alteration of buildings or structures which must be filed with a Code Enforcement Officer shall be stamped with the seal of a Registered Design Professional (N.Y. Educ. Law § 7307 and Title 19 NYCRR Part 1203.3(a)(3)(1)). The following exceptions do not require the stamp or seal of a Registered Design Professional:

- farm buildings and other buildings used solely and directly for agricultural purposes;
- single unit dwellings 1500 square feet or less, not including garages, carports, porches, cellars, or uninhabitable basements or attics;
- alterations to an existing building or structure, costing less than \$10,000, if these alterations do not involve any structural work or negatively affect the public safety of such building or structure.

For clarification purposes, the construction of a new dwelling or townhouse without a Registered Design Professional will require a significant amount of information and construction documents to be submitted. The Code Enforcement Officer also reserves the right to have an Approved Agency, such as but not limited to the Town Engineer, review such an application and the owner shall reimburse the Town for any incurred costs for such review.

Appendix B. Submittal Documents.

All submittal documents shall be attached to a completed application for a Building Permit and shall consist of the following:

1. Payment of an associated application fees, which is nonrefundable; and
2. A copy of the general contractor's Certificate of NYS Workers Compensation Insurance Form C-105.2, a NYS Certificate of Affidavit of Exemption form BP-1 for 1-4 family owner-occupied dwellings or NYS Certificate of Attestation of Exemption of NYS Workers Compensation Insurance form CE-200; and
3. Site plan for new principal buildings (e.g., single unit dwelling) and additions; and
4. Construction documents; and
5. NYSDEC well completion report, if applicable; and
6. KWIC approval of the proposed and/or modifications to an existing septic system, if applicable; and
7. Other data and/or information deemed necessary by the Code Enforcement Officer.

The site plan shall be to scale and illustrate the size and location of new construction and existing structures on the site, distances from *lot lines*, and it shall be drawn in accordance with an accurate boundary line survey. Such site plan shall be signed and sealed by a Registered Design Professional if such action is required for construction documents per Appendix A contained herein.

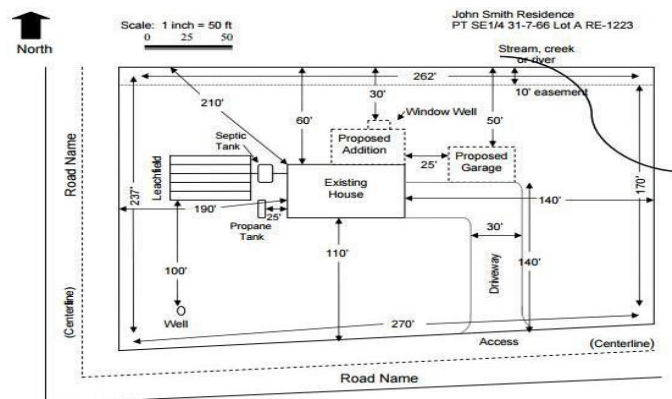


Figure 1 – Example of a Site Plan

Construction documents depend on the scope of the proposed work and it is recommended that the applicant contact the Code Enforcement Officer to ascertain what construction documents will be required for the proposed project. Such officer also has generic “fill-in-the-blank” forms that can be used for simple construction projects such as but not limited to a single-story deck, detached and unheated garage, or a single-story porch. However, other types of projects may require detailed and site-specific information. As an example, the following construction documents are required for the construction of a new or an addition to a single unit dwelling:

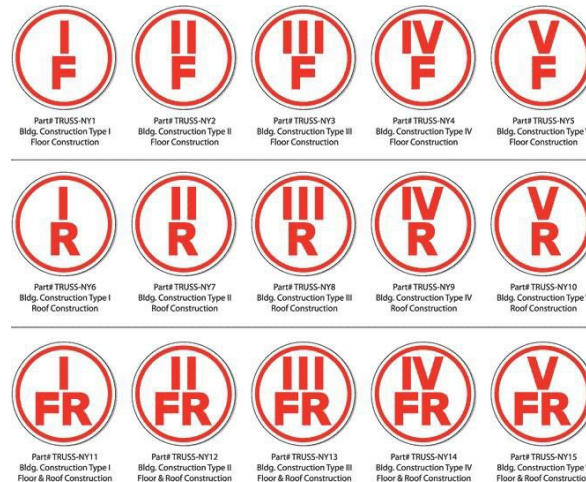
- Footing, foundation and slab-on-grade plans, which shall include but are not limited to information pertaining to drainage, size and spacing of reinforcing steel, and type of foundation wall (e.g., CMU, solid concrete, etc.); and
- Floor plans, which shall include but is not limited to information pertaining to room dimensions, type of occupancy of the room and occupant load of each room (e.g., Bedroom #1 – 2 persons); and
- Floor plans illustrating the location of carbon monoxide detectors and smoke detectors, if applicable; and

- Building elevations, which shall include but is not limited to information pertaining to location of the grade plane, exterior building materials, and building height/story; and
- Framing plans, which shall include but is not limited to information pertaining to door, header and window sizes and types; and
- Plumbing plans; and
- Mechanical (i.e., HVAC) plans; and
 - Residential Plans Examiner Review form and Calculations of the design of mechanical systems. Please review to form and examples attached to this application; and
- Electrical plans; and
- Energy compliance analysis, which it is highly recommended to submit a REScheck; and
- Notice of the utilization of truss type construction, pre-engineered wood construction and/or timber construction, if applicable; and
- Fire protection (e.g., sprinkler) shop drawings, hydraulic design calculations, specifications of materials and current fire flow information, if applicable; and
- Any other information as deemed necessary by the Code Enforcement Officer. As an example, the Code Enforcement Officer has the right to request the Registered Design Professional to complete the NYS plan review checklist to ensure compliance with the applicable provisions of the NYS Uniform Fire Prevention and Building Code and/or Energy Conservation Construction Code of NYS.

Please understand that construction documents are required to be submitted in two (2) or more sets. One set will be stamped with the received date and returned to the applicant. The other set shall be used by the Code Enforcement Officer to conduct a code compliance review and kept by the Town of Starkey as a permanent record, which is mandated by law. Furthermore, please comprehend that the construction documents shall be prepared by a Registered Design Professional if mandated by law, which is discussed in Appendix A. Where special conditions exist, the Code Enforcement Officer is authorized to require additional construction documents to be prepared by a Registered Design Professional (e.g., erosion and sediment control plans due to a disturbance of a steep slope). Lastly, please realize that construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the NYS Uniform Fire Prevention and Building Code and relevant laws, ordinances, rules and regulations, as determined by the Code Enforcement Officer.

Appendix C. Notice of Truss Type Construction, Pre-Engineered Wood Construction and/or Timber Construction

Pursuant to Title 19, NYCRR Part 1264 and Part 1265, an owner proposing construction activities that utilize truss type construction, pre-engineered wood construction and/or timber construction shall complete a Notice of Truss Type Construction, Pre-Engineered Wood Construction and/or Timber Construction. Such notice is available at the Town's website at www.townofstarkey.com or the Code Enforcement Officer can provide a copy for you and assist you in completing such notice. In addition, an approved sign shall be installed in an approved location and such sign can be purchased at Safe-T Solutions at (585) 802-3075 or via email at <http://safe-t-solutions.com>. (Note. The approved locations are described within the Notice of Truss Type Construction, Pre-Engineered Wood Construction and/or Timber Construction.) Lastly, please understand that a Certificate of Completion and/or Occupancy cannot be issued until this form is completed and submitted to the Code Enforcement Officer as well as the approved sign affixed at an approved location.



Appendix D. Stipulations of an Application for a Building Permit.

1. Disclosure affidavit. The owner hereby understands and agrees that he/she/they have read §809 of the General Municipal Law of NYS, which states:
 - a. Every application, petition or request submitted for a variance, amendment, change of zoning, approval of plat, exemption of plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning

and planning regulations of a municipality or a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant. For the purpose of this disclosure affidavit, an officer or employee shall be deemed to have an interest in the applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:

- i. Is the applicant; or
 - ii. Is an officer, director, partner or employee of the applicant; or
 - iii. Legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant; or
 - iv. Is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for service rendered, dependent or contingent upon the favorable approval of such application, petition or request.
- b. Ownership of less than five per cent of the Stock of a corporation whose stock is listed on the New York American Stock Exchanges shall not constitute an interest for the purposes of this disclosure affidavit.
 - c. A person who knowingly and intentionally violates this disclosure affidavit shall be guilty of a misdemeanor.

If a Town of Starkey officer, employee, or a relative of either as defined herein has an interest in this application, the full particulars shall be provided by the applicant in an attached sheet.

2. Disclaimer of liability. The owner hereby understands and agrees that the Town of Starkey is not responsible for the accuracy of applications and its associated documents submitted for review to the Code Enforcement Officer.
3. Indemnity and hold harmless. The owner hereby understands and agrees to indemnify and hold harmless the Town of Starkey, its agents, employees and officers from:
 - a. Any claims and liability that may be made against the Town of Starkey pertaining to the issuance of a Building Permit; and
 - b. Any and all liability, loss or damage that the Town of Starkey may suffer as a result of claims, demands, costs or judgement against and arising from the issuance of a Building Permit.

Furthermore, the owner hereby understands and agrees to defend, at his/her/their expense, any claims brought or actions filed against the Town of Starkey with respect to the subject of the indemnity contained herein, whether such claims or actions are rightfully or wrongfully brought or filed. Lastly, the owner hereby understands and agrees to reimburse the Town of Starkey for any unnecessary expenses, attorney fees or other expenses incurred in the enforcement of this indemnity and hold harmless agreement.

4. Reimbursement of incurred costs. The owner hereby understands and agrees that:
 - a. The Town of Starkey has the authority to engage Registered Design Professionals, financial analysts, planners, lawyers and/or other appropriate professionals who can assist the Town of Starkey in analyzing an application to ensure compliance with all applicable laws. Such assistance may include but is not limited to review of an application and supporting documents, monitoring and/or inspecting a project during construction and/or installation actions; and
 - b. The Town of Starkey may require funds to retain such professionals prior to its review of an application. In the event that such funds are insufficient, the Town of Starkey may require additional funds to pay for all incurred costs; and
 - c. Any funds received by the Town of Starkey shall be deposited into a line item by the Town Clerk. Expenditures from this line item may be made at the direction of the Town Clerk without further appropriation. Expenditures from this line item shall be made only for services rendered in connection with a specific project for which such funds have been collected from the owner. Additionally, the failure of the owner to pay any incurred expenses shall be grounds for the denial of an application. Lastly, any outstanding incurred expenses shall be charged against the property and shall constitute a lien thereon in favor of the Town of Starkey, and the amount of such expenses shall be entered on the tax rolls as being due and payable. Such expenses may also be recovered in any other lawful manner; and
 - d. At the completion of a project, any excess funds in the line item attributable to such project shall be repaid to the owner. A final report of the line item shall be made available to the owner upon request within a reasonable amount of time; and
 - e. Any owner may take an administrative appeal from the selection of a third-party agency to the Town Board. Such appeal shall be in writing and may be taken only within twenty (20) days after the Town of Starkey has mailed and/or hand delivered notice to the owner of the selection. The grounds of such appeal shall be limited to the claim that the third-party agency selected has a conflict of interest or does not possess the minimum required qualifications. The required time limit of action upon an application by the Town of Starkey shall be extended by the duration of the administrative appeal. If no decision is made by the Town Board within one (1) month following the submission date of the appeal, the selection of the third-party agency made by the Town of Starkey shall stand; and
 - f. All incurred costs by the Town shall be paid prior to any permit (e.g., Building Permit, Floodplain Development Permit, Operating Permit, etc.) and/or any certificate (e.g., Certificate of Zoning Compliance, Certificate of Completion and/or Occupancy, etc.) being issued by the Town.

5. Responsibility of owners. An owner shall be responsible for compliance with the NYS Uniform Fire Prevention and Building Code (i.e., Uniform Code), the Energy Conservation Construction Code of NYS (i.e., Energy Code) and/or any other applicable law regardless of any agreement between or among contractors, lessors, operators, occupants, tenants or other persons as to which party shall be responsible.
6. Validity of Building Permit. The issuance or granting of a Building Permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the NYS Uniform Fire Prevention and Building Code, the Energy Conservation Construction Code of NYS or of any other ordinance of the Town of Starkey. Permits presuming to give authority to violate or cancel the provisions of such codes and/or ordinances shall not be valid. The issuance of a Building Permit based on submittal documents and other data shall not prevent the Code Enforcement Officer from requiring the correction of errors in such documents and other data. The Code Enforcement Officer is authorized to prevent occupancy or use of a structure where in violation of the NYS Uniform Fire Prevention and Building Code, the Energy Conservation Construction Code of NYS or of any other ordinance of the Town of Starkey.
7. Expiration of a Building Permit. Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The Code Enforcement Officer is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.
8. Suspension or revocation of a Building Permit. The Code Enforcement Officer is authorized to suspend or revoke a permit wherever the permit is issued in error or based on incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of the NYS Uniform Fire Prevention and Building Code, the Energy Conservation Construction Code of NYS or of any other ordinance of the Town of Starkey.
9. Placement of a Building Permit. The Building Permit or copy shall be kept on the site of the work until the completion of the project.
10. Amended submittal documents. Work shall be installed in accordance with the accepted submittal documents, and any changes made during construction that are not in compliance with the accepted submittal documents shall be resubmitted for approval as an amended set of construction documents.
11. Inspection requests. It shall be the duty of the owner and/or contractor to notify the Code Enforcement Officer when work is ready for inspection. It shall be the duty of the owner and/or contractor to provide safe access to and means for inspections of such work that are required to be inspected by the Code Enforcement Officer.
12. Use and occupancy. A building or structure for which a Building Permit was issued shall not be used or occupied, and a change in the existing use or occupancy classification of a building or structure or portion thereof shall not be made, until the Code Enforcement Officer has issued a Certificate of Compliance and/or Occupancy.



ANDREW M. CUOMO
GOVERNOR

STATE OF NEW YORK
WORKERS' COMPENSATION BOARD
328 STATE STREET
SCHENECTADY, NY 12305



ROBERT E. BELOTEN
CHAIR

December 1, 2008

To all Code Enforcement Officials, Building Departments, and Municipal Entities:

Effective January 18, 1999, Section 125 of the General Municipal Law requires that any individual applying for a building permit must prove to the building department that he/she is in compliance with the mandatory coverage provisions of the Workers' Compensation Law before the building permit is issued.

General Background

Under Section 57 of the Workers' Compensation Law, businesses listed as the general contractors on building permits are required to submit proof of compliance with the mandatory coverage provisions of the Workers' Compensation Law to the building department before a building permit is issued. Section 125 of the General Municipal Law is specifically targeted at ensuring that all applicants who list themselves as the general contractors on the building permit are in compliance with the mandatory coverage provisions of the Workers' Compensation Law.

For homeowner applicants, the instruction manual includes a link to form BP-1 Affidavit of Exemption to Show Specific Proof of Workers' Compensation Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence. The law requires homeowners to provide proof of workers' compensation compliance when applying for a building permit. If the homeowner qualifies for an exemption, the homeowner must either complete this form and file it with the local building department; or the homeowner must complete Form CE-200 and file it with the local building department.

Implementing Section 125 of the General Municipal Law

1. General contractors and Business Owners

Businesses listed as the general contractors on building permits, must prove that they are in compliance with the mandatory coverage requirements and also Section 57 of the Workers' Compensation Law (WCL) by producing ONE of the following forms indicating that they are:

- insured (Form C-105.2 or U-26.3 – the business's insurance carrier will send this form to the building department upon the business's request) All private carriers and their licensed insurance agents are authorized to issue the form C-105.2 as their Certificate of NYS Workers' Comp Insurance. The State Insurance Fund uses the U-26.3 form as its Certificate of NYS Workers' Compensation Insurance.
- self-insured (Form SI-12 -- Certificate of Workers' Compensation Self-Insurance (the business calls the Board's Self-Insurance Office at 518-402-0247), **OR** Form GSI-105.2 -- Certificate of Participation in Workers' Compensation Group Self-Insurance) (the business's Group Self-Insurance Administrator will send this form to the government entity upon request).
- exempt (Form CE-200 – {Form CE-200 is available on the Board's website, www.wcb.ny.gov, under the heading "Forms." Paper applications for this form are available by writing or visiting any Customer Service Center at any District Office of the Workers' Compensation Board.}

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. **(Please note: ACORD forms are NOT acceptable proof of workers' compensation coverage!)**

2. *Owner-occupied Residences*

Homeowners of a 1, 2, 3, or 4 Family, Owner-occupied Residence, must file form BP-1 when applying for a building permit when they are:

- 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, 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 must either:
 - acquire appropriate workers' compensation coverage and provide, to the government entity issuing the building permit, appropriate proof of that coverage, on forms C-105.2 or U-26.3, OR
 - have the general contractor performing the work provide appropriate proof of workers' compensation coverage, or proof of exemption from that coverage, to the government entity issuing the building permit.

Background on Coordinating the Implementation of Section 125 of the General Municipal Law with Existing Statutes

To ensure that homeowners are not required to have duplicate workers' compensation coverage, the implementation form attempts to coordinate compliance with Section 125 of the Municipal Law with coverage provided under Section 3420(j) of the Insurance Law, which is the homeowner's policy's workers' compensation insurance rider.

As of March 1, 1985, New York State Insurance Law § 3420(j) provides that every policy of comprehensive personal liability insurance (i.e., homeowner's insurance) on a 1, 2, 3, or 4 Family owner-occupied dwelling (including condominiums) will also provide workers' compensation benefits. This section was added to protect the homeowner from unexpected liability when the Board determines that a person, whom the homeowner did not believe required coverage, is found to be entitled to benefits. To receive benefits under this policy, the employee must be found by the Board to have been injured in employment of the policyholder and employed for less than 40 hours a week in and about the owner's 1, 2, 3, 4 family residence in this State.

Form BP-1 is available on the Board's website, www.wcb.ny.gov, under the heading "Forms." Please make as many copies of the BP-1 as you require. The BP-1 form reflects the minimum standard to be applied statewide. If a municipality wishes to collect a copy of the certificate of insurance from a building permit applicant's homeowner's insurance policy or obtain a copy of the information page from the building permit applicant's homeowner's insurance policy, the municipality could make that a local requirement which would be in addition to the State requirement.

If you have any questions regarding the BP-1 form, Section 125 of the General Municipal Law or Section 57 of the Workers' Compensation Law, please contact Steve Carbone of the New York State Workers' Compensation Board at (518) 486-6307.

Thank you for your office's cooperation in enforcing Section 125 of the General Municipal Law and Section 57 of the Workers' Compensation Law.

Sincerely,

Peter Michels
Director of Compliance

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:

TOWN OF STARKEY, NEW YORK

Code Enforcement Office
40 Seneca Street
Dundee, New York 14837
Phone: (607) 243-7998
Fax: (607) 243-7764
Website: www.townofstarkey.org
Email: starkeyCEO@gmail.com



CERTIFICATE OF CARBON MONOXIDE, HEAT AND/OR SMOKE ALARMS

Owner's Affirmation:

I, the undersigned, hereby affirm that I am the owner of the above-referenced real property located in the Town of Starkey. I further affirm that carbon monoxide, heat and/or smoke alarms have been installed in accordance with the manufacturer's instructions and are always functioning. I further affirm that carbon monoxide, heat and/or smoke alarms have been installed in the required locations mandated by the Multiple Residence Law and/or the NYS Uniform Fire Prevention and Building Code, as currently in effect and amended from time to time. Lastly, I agree to maintain such alarms in accordance with the manufacturer's instructions to protect life and safety.

Requirements for Carbon Monoxide Alarms:

- Dwellings. Carbon monoxide alarms shall be installed in a dwelling when a carbon monoxide producing source is present and in the following locations:
 - A carbon monoxide alarm shall be provided on each story containing a sleeping area, within 15 feet of the sleeping area; and
 - More than one carbon monoxide alarm shall be provided where necessary to assure that no sleeping area on such story is more than 15 feet away from a carbon monoxide alarm; and
 - Alarms shall be interconnected with the other alarms located within the dwelling.
- Other uses. Please contact the Code Enforcement Officer for the required locations of carbon monoxide alarms in uses other than a dwelling unit.

Requirements for Heat Alarms:

- Garage attached to a dwelling: A heat alarm shall be installed in a garage attached to a dwelling and in the following locations:
 - A heat alarm shall be located in a central location; and
 - Alarms shall be interconnected with the other alarms located within the dwelling.
- Other uses. Please contact the Code Enforcement Officer for the required locations of heat alarms in uses other than a dwelling unit.

Requirements for Smoke Alarms:

- Dwelling Unit. Smoke alarms shall be installed in the following locations:
 - In each sleeping room; and
 - Outside each separate sleeping area in the immediate vicinity of the bedrooms; and
 - On each additional story of the dwelling, including basements and habitable attics and not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level; and
 - Smoke alarms shall be installed not less than 3 feet (914 mm) horizontally from the door or opening of a bathroom that contains a bathtub or shower; and
 - Alarms shall be interconnected with the other alarms located within the dwelling.
- Other uses. Please contact the Code Enforcement Officer for the required locations of smoke alarms in uses other than a dwelling unit.

Owner's Signature:

Date:

TOWN OF STARKEY, NEW YORK

Code Enforcement Office
40 Seneca Street
Dundee, New York 14837
Phone: (607) 243-7998
Fax: (607) 243-7764
Website: www.townofstarkey.org
Email: starkeyCEO@gmail.com



Project Address:

Occupancy Classification:

Type of Work:

THE UNDERSIGNED PARTIES HEREBY FURTHER ATTEST that the construction documents for the above-named work are to the best of his/her/their knowledge, belief and professional judgement are in compliance with the Energy Code and Uniform Code of NYS; and

THE UNDERSIGNED PARTIES HEREBY FURTHER ATTEST that the work for the above-named project including all appurtenances thereto is in compliance with the applicable provisions of the Code of the Town of Milo or any other applicable local, state and/or federal law; and

THE UNDERSIGNED PARTIES HEREBY FURTHER ATTEST that the purpose of this document is to induce the Town of Milo, New York to issue a Building Permit; and

THEREFORE, THE UNDERSIGNED PARTIES HEREBY ATTEST that he/she/they is/are the owner of the lot of record and the Registered Design Professional of the above-named project is requesting a Building Permit to be issued by the Town of Starkey. Additionally, all parties hereby attest that the information contained in the application for a Building Permit, which includes construction documents, is accurate, true and complete to the best of his/her/their knowledge and understands that any false statements made in this application are subject to the applicable provisions of the Penal Law of NYS. Furthermore, all parties comprehend that he/she/they is/are ultimately responsible for compliance with all local, state and/or federal laws regardless of any contractual agreements. Lastly, the signing of this statement by the parties below in no way alters the responsibility of such parties to complete all work in accordance with the accepted construction documents, including untested or deferred work and local, state and/or federal laws.

OWNER:

Name:

Signature:

Date:

Telephone No.:

Email:

REGISTERED DESIGN PROFESSIONAL:

Name:

Signature:

Date:

