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Village of Hilton

59 Henry St. Hilton, NY 14468

Telephone: (585) 392-4144 Fax: (585) 392-5620

Website: hiltonny.org

BUILDING PERMIT APPLICATION

New Structure _____ Addition _____ Remodel _____ Demolition _____ Fence _____

Pool _____ Deck _____ Shed _____ Stove/Fireplace _____ Sign _____

Other _____ Estimated cost of Project _____

PROPERTY ADDRESS _____

Tax map parcel # _____ Dimensions of Project _____ X _____ Square Footage _____

Description of work _____

Contractor Name & Address: _____

Contractor's certificates of insurance are attached*: Liability _____ Workers Compensation _____

*If certificates are not submitted, Applicant **must** complete a form indicating no insurance is required. _____

Instructions

1. This application must be clearly printed and submitted to the Village Office for review by the Building Inspector.
2. A site plan must be provided to show lot dimensions and the location of the proposed structure on the lot.
3. This application must be accompanied by three complete sets of plans. If the proposal is for a new residential, business or industrial structure, the plans must have been prepared and/or approved by an Architect or Professional Engineer licensed to practice in New York State.
4. Upon issuance of a permit, it shall be conspicuously posted on the property and shall remain posted until construction is completed and approved.
5. Applicants/developers must furnish certificates of liability and worker's compensation insurance or complete a form indicating no insurance is required.
6. Any fees incurred through professional services provided by the Village of Hilton's engineer, attorney or planning consultant and legal publications, shall be paid by the applicant/developer prior to the issuing of a certificate of occupancy or compliance.
7. It is the responsibility of the applicant/developer to call for required inspection, but during the construction period the property is subject to inspection at any time during normal working hours by Village Code Enforcement Officials or their designated agents. Please allow 24 hours for normal inspections.

<p>The applicant hereby affirms that the above information is accurate and complete, to the best of their knowledge and they are the title owner of the property or have been authorized by the title owner to make this application.</p> <p>_____</p> <p>Applicant Signature</p> <p>_____</p> <p>Applicant Name Printed</p> <p>_____</p> <p>Mailing Address</p> <p>_____ / _____</p> <p>Phone# _____ Fax# _____</p> <p>_____ / _____</p> <p>Cell# _____ E-Mail address _____</p>	<p>I hereby certify that I am the title owner of the property identified in the above application and that the applicant named is authorized to make the application described herein.</p> <p>_____</p> <p>Owner Signature</p> <p>_____</p> <p>Owner Name Printed</p> <p>_____</p> <p>Mailing Address</p> <p>_____ / _____</p> <p>Phone# _____ Fax# _____</p> <p>_____ / _____</p> <p>Cell# _____ E-Mail address _____</p>
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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><i>Sworn to before me this _____ day of</i> _____, _____.</p> <p>_____ <i>(County Clerk or Notary Public)</i></p>
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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.