

Village of Port Dickinson

Building Inspector

786 Chenango Street

Binghamton, New York 13901

Demolition Application Checklist

1. Completed Application Signed by General Contractor (if the homeowner is demolishing the structure, homeowner is both the homeowner and contractor and must provide all forms).
2. Property Owner's signed Statement.
3. Insurance Requirements:
 - a. Contractors Liability Insurance with the Village of Port Dickinson named as Certificate Holder.
 - b. Contractors Worker's Compensation Insurance.
 - i. Homeowners must supply a BP-1 form if doing the work themselves.
 - ii. Sole proprietors use NYS worker's comp office form CE 200 (can be obtained from the NYS worker's comp office
https://www.businessexpress.ny.gov/app/answers/cms/a_id/2263/kw/CE)
4. Third party asbestos survey (if structure was built prior to 1974).
5. 2 Copies of Plot Plan to scale (one will be signed and returned to be kept at the job site to support inspections) showing proposed removal location with measurements to all structures.
6. Plan to secure the site during demolition.
7. Plan at completion to include removal of debris and fill of cavities (removed foundation, basements, etc.)

The application will be checked for accuracy, completeness and that it will adhere to all New York State Building Codes. A site visit will be conducted prior to the issuing of a permit by the Building Inspector.

Demolition permits are valid for 30 days. All work must be completed within that time period and the site must be secured at all times when work is not actively being performed.

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Demolition Permit Application

Property Owner Name	
Address	
Mailing Address (if different)	
Phone #	Cell Phone #
Email:	
Estimated Cost of Demolition	Year Built
Tax Map #	
Existing Use of the Property	
Contractor Name	
Address	
Phone #	Cell Phone #
Email:	

This information is true and correct, any changes, additions or omissions may void the permit and necessitate the submittal of a new application.

The Building Instructor may make periodic site visits to the project to perform general inspections.

Demolition permits are valid for 30 days. All work must be completed during that time period and the site must be secured when work is not actively being performed.

A complete demolition plan must be provided and approved by the building inspector. Fire departments cannot be used to burn down structures as part of a demolition plan.

Contractor Name (Print) _____

Contractor Signature _____

Date _____

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Property Owner Statement For Demolition Permit

I _____ am the property owner of _____

(print street address)

Tax Map # _____ Either I or my representative is applying for a permit to construct

_____ on this property.

(Print Project Type)

This information accurately describes the project to be performed. Any changes, additions or omissions may void the permit and necessitate the submittal of a new application.

The Building Inspector may make periodic site visits to the project to perform general inspections. At each stage requiring inspection, no additional work will be done that will cover or preclude that inspection until it is complete and the Building Inspector has signed off on the inspection.

I understand it is my responsibility as the property owner to make sure inspections are completed and that if any work done prior to a scheduled inspection is dependent upon an item to be inspected, and that item fails inspection, that this work is done at my own risk and may require work to be redone.

I affirm under penalty of perjury that the information provided on this form is true and correct.

Property Owner's Name (Print) _____

Property Owner's Signature _____ Date _____

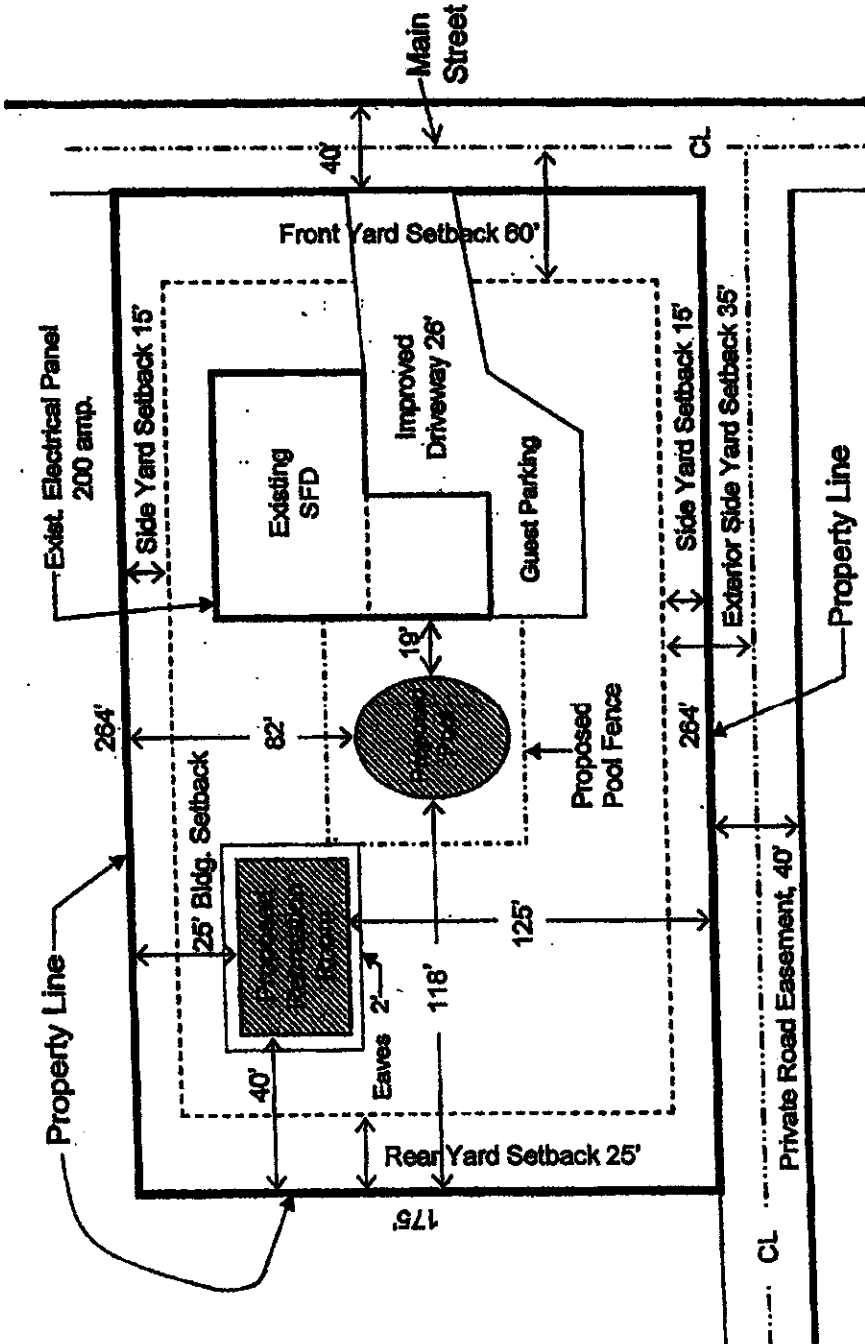
Minimum Plot Plan Information

All Items Listed Below must be shown to scale on the plot plans.
If not shown, your plans will be rejected.

1. Two Complete sets of plot plans to scale. (one will be signed and returned to be kept at the job site to support inspections) showing proposed placement location with measurements to all structures (see attached).
2. Show scale used i.e. (1" = 1 foot)
3. Show North arrow
4. Plot plans must be clear and legible (show entire parcel regardless of size, show all property line dimensions).
5. Show the footprint of all existing and proposed structures to scale, and labeled either "Existing" or "Proposed".
6. Identify the use of each structure and include a summary/table of square footages and show location of all existing and proposed electrical services.
7. Indicate the required **Front, Exterior Sides and Rear Yard, and Building setbacks.**
8. Survey pins required if proposed work setback is questionable.
9. Identify and show location of wells and septic systems.
10. Indicate property owners name, current address and parcel address.
11. Indicate Tax Map#
12. Indicate Driveways and Parking Areas.
13. Show all existing easements, roads, streets.

This office will expect the quality of the sample shown.

Plot Plan Sample



Owner:
Carl Sample
123 Sample Street
Sample Town, US 90000
Ph. 700-700-7000

Contact:
Mike Sample
124 Sample Street
Sample Town, US 90000
Ph. 700-700-8000

Site Address:
123 Sample Street
Sample Town, US 90000
APNs: 500-500-50
2.8 acres (net)

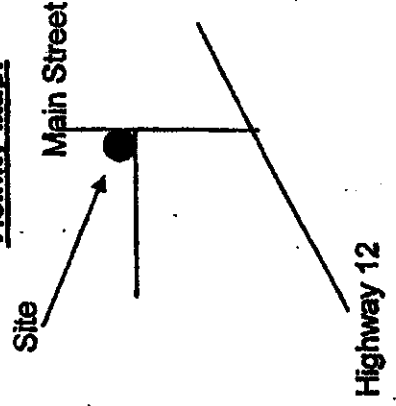
Summary Table
Existing:
SFD, 2,500 sq.ft.
Attached Garage, 800 sq.ft.

Proposed:
Recreation room, 1,200 sq.ft.
Pool 850 sq.ft.

North
Scale 1" = 20'



Vicinity Map:



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.

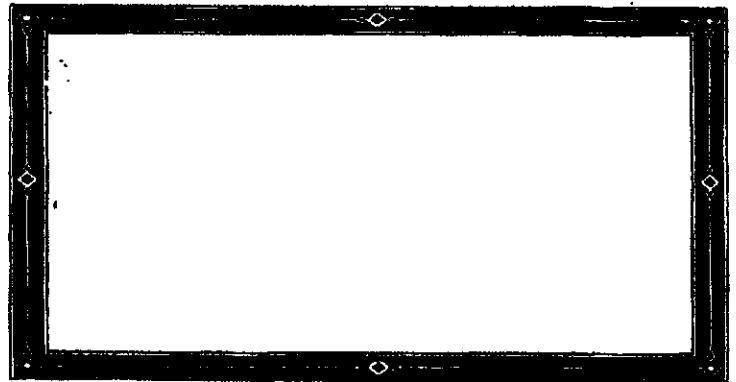
(Signature of Homeowner)

(Date Signed)

(Homeowner's Name Printed)

Home Telephone Number _____

Property Address that requires the building permit:



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.