

TOWN OF WAVERLY
BUILDING PERMIT INFORMATION

1. No person, firm or corporation shall commence the erection, construction, enlargement, alteration, removal, improvement, demolition, conversion or change in the nature of occupancy of any building or structure; or install plumbing or heating equipment; or cause the same to be done, without first having applied for and obtained a permit from the enforcement official of the Town.
2. A permit shall not be required for the performance of ordinary repairs which are not structural in nature; however any construction or repair work not requiring a building permit must nevertheless be done in conformance with the New York State Uniform Fire Prevention and Building Code 19NYCRR, and any and all other state and local statutes.
3. Amendments to the application or the plans and specifications accompanying the same may be filed at any time prior to the completion of the work, subject to the approval of the Code Enforcement Officer.
4. A building permit shall be effective to authorize the commencing of work in accordance with the application, plans and specifications on which it is based, for a period of twelve (12) months after the date of its issuance. All work shall conform to the approved application, plans and specifications. Work shall be substantially completed twelve (12) months after the start of the project. For good cause, the Code Enforcement Officer may allow two (2) extensions of the permit of twelve (12) months each if seeing evidence that work is progressing on the project. If the project cannot be completed within the allowed time period, the Building Permit must be reapplied for with a new application.
5. The Code Enforcement Officer may revoke a permit where (s) he finds:
 - a. There has been any false statement or misrepresentations made as to a material fact in the application, plans or specifications.
 - b. That the permit was issued in error and should not have been issued in accordance with the applicable law.
 - c. That the work is not being performed in accordance with the provisions of the applications, plans or specifications.
 - d. The person to whom a permit has been issued fails or refuses to comply with a Stop Order.
6. The Code Enforcement Officer may issue a Stop Order whenever (s) he has reasonable grounds to believe that such work is being performed in an unsafe and dangerous manner, or for any of the reasons stated in #5, or any other legally applicable reason.
7. The Code Enforcement Officer and/or his/her agents may, upon the showing of proper credentials and in the discharge of his duties, enter the property, structure or premises for the purpose of inspection as provided in the Code or for the investigation of a complaint.
8. A **Certificate of Occupancy** is required upon completion of new home construction.
9. A **Certificate of Compliance** may be required depending upon the nature of the project. The Code Enforcement Officer will make such a determination and may require certain tests in order to furnish said proof of compliance. All electrical work requires a third party inspection prior to issuance of certificate of compliance or occupancy.
10. **Responsibility for obtaining a building permit, daily inspections and any necessary certificates upon completion shall be that of the owner of record.**

ELECTRICAL INSPECTION AGENCIES

1. The Inspector 1-800-487-0535

HANDICAP ACCESSIBILITY QUESTIONS

1. Tri-Lakes Center for Independence 1-866-891-5295

NOTE – APPLICANT IS ADVISED TO READ:

Submission: Two (2) sets of plans including site details, dimensions and specifications describing the proposed work are to be submitted with each application. All plans and specifications shall be in accordance with the State Education Law, Sections 7307 and 7209. This Law requires that the seal and signature of a licensed architect or professional engineer to be affixed to all plans submitted, except residential buildings under 1,500 square feet of living area, or to alterations costing less than twenty thousand dollars. (\$20,000.00).

The Town of Waverly makes no representations pertaining to the applicant's compliance with the Adirondack Park Agency, Department of Environmental Conservation or other State, County and/or Local Agency Regulations and assumes no responsibility for any such requirements nor for any obligations for notification and coordination herewith.

New- Construction Electrical Requirements: Concrete-encased electrode. An electrode encased by at least two (2) inches (51 mm) of concrete, located horizontally near the bottom or vertically and within that portion of a concrete foundation or footing that is in direct portion of a concrete foundation or footing that is in direct contact with the earth, consisting of at least twenty (20) feet (6096 mm) of bare copper conductor not smaller than four (4) AWG shall be considered as a grounding electrode. Reinforcing bars shall be permitted to be bonded together by the usual steel tie wires or other effective means. Where multiple concrete-encased electrodes are present at a building or structure, only one shall be required to be bonded into the grounding electrode system.

EFFECTIVE DECEMBER 28, 2010 ALL APPLICANTS SHALL MEET THE MINIMUM REQUIREMENTS FOR THE ENERGY CONSERVATION CONSTRUCTION CODE OF NEW YORK STATE

(PLEASE PRINT OR TYPE ALL INFORMATION BELOW)

Date: _____

Property Owner: _____

Mailing Address of Owner: _____

Owner Telephone Number: (day) _____ (evening) _____

Applicant, if other than the owner: _____

Applicant Telephone Number: (day) _____ (evening) _____

Tax Map Number: _____ Lot Size: _____

E-911 Address of Property: _____

Estimated Cost of Construction: \$ _____ Square Footage: _____

From Foundation: Footage of front yard _____ ft. /side yd: _____ ft. /rear yd: _____

Building is to be occupied as: _____ Private Commercial

Is this a change in the primary use of the building? Yes No

Type of Construction/ Description: **(CHECK ALL THAT APPLIES)**

Building

- Single Dwelling
- Double Dwelling
- Duplex Dwelling
- Apartment Bldg.
- Condominium
- Town House
- Office Bldg.
- Store
- Hotel
- Motel
- Factory
- Shop
- Church
- Garage
- Warehouse
- Storage
- Deck
- Addition
- Other _____

Construction

- Concrete Block
- Frame
- Brick
- Tile
- Steel
- Reinforced Concrete
- Other _____

Exterior

- Siding
- Shingles
- Stucco
- Paper
- Aluminum
- Other _____

Bedrooms

of _____

Heating

- Oil Hot Water
- Hot Air / HVAC
- In Floor / Radiant

Plumbing

Type _____
 # Baths _____
 # Toilets _____
 # Faucets _____

Roof

- Shingles
- Slate
- Tile
- Gravel
- Board
- Paper
- Metal
- Other _____

Basement

- Full
- Half
- Quarter
- Floor
- Laundry
- Recreation Rm

Porches

of _____
 # of Glassed _____
 # of Open _____
 Other _____

Fuel Type

- Propane / LP
- Fuel Oil

Dimensions

Overall: _____

3.

If applicable:

Architect or Engineer: _____

Address: _____ Phone: _____

General Contractor: _____

Address: _____ Phone: _____

Electrical Contractor: _____

Address: _____ Phone: _____

Plumbing Contractor: _____

Address: _____

CONTRACTORS MUST PROVIDE A CERTIFICATE OF INSURANCE NAMING THE TOWN OF WAVERLY AS A CERTIFICATE HOLDER. IF THE JOB DOES NOT REQUIRE A CONTRACTOR, THE AFFIDAVIT OF EXEMPTION ON PAGE 5 OF THIS APPLICATION MUST BE COMPLETED AND NOTARIZED.

Briefly describe what is to be done:

PLANS AND SPECIFICATIONS MUST ACCOMPANY THIS APPLICATION:

For any permit not requiring stamped plans per State Education Law, Sections 7307 and 7209, please provide design plans for construction by either attaching to this application a copy of plan or sketching on the back of this page a detailed diagram.

Please include the name of street, correct distance from foundation to lot lines, including frontage (side and rear distances). Indicate where water supply and sewer lines are or will be located including distance apart, depth, etc. If construction is to be an addition to an existing building or an accessory building (garage, storage shed, etc.) indicate the size of current building and distance from foundation to lot lines or addition and/or accessory building.

4.

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 the 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
- ◆ 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>_____, _____,</p> <p>_____ <i>(County Clerk or Notary Public)</i></p>

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

5.

APPLICANT CERTIFICATION:

As owner or authorized representative of the building, structure or land to which this permit applies, I agree to save the Town of Waverly harmless from any and all damages, judgments, costs or expenses which said Town may incur or suffer by reason of the granting of this permit. I acknowledge that nothing contained herein, including the application and any approval herein granted for a project, shall be construed as an assertion of compliance with any requirements of the provisions of the Adirondack Park Agency Act or the Department of Health or the Department of Environmental Conservation of the State of New York Rules and Regulations. The

Town of Waverly makes no representation pertaining to the applicant's compliance with any governmental laws, rules or regulations other than the building code of the Town of Waverly and assumes no obligation for notification and coordination in connection therewith. The Town of Waverly also makes no representation as to the existence of any other public right or the private rights of an individual or corporation with respect to a project.

•Signature of Owner

*** If the owner's signature is not present above, a signed authorization must accompany this application.***

Applicant, if different than owner: hereby certifies that the information contained in this application is correct and that I am aware of the requirements of New York State and the Uniform Fire Protection and Building Code and any Local Laws of the Town of Waverly.

•Signature of Applicant

OFFICE USE ONLY: ALL APPLICABLE FEES ARE NON-REFUNDABLE

I have reviewed this application and find it to be not to be in accordance with the provisions of the Building Code of Town of Waverly and the New York State Uniform Fire Protection and Building Code 19NYCRR, and this application is:

approved not approved on this the _____ day of _____, 20_____

_____ • Code Enforcement Officer

Fee Calculation: Residential Square Footage _____ @ .15 per foot = \$ _____
Commercial: Square Footage _____ @ .20 per foot = \$ _____
Other: Type _____ = \$ _____

Building Permit Number _____ Date Issued _____ Entered into log

Fee paid Date _____ Check # _____ CASH Received By: AS-L CH CR
CIRCLE INITIALS



Did you know that if your project disturbs *one or more acres* of land, you must have a permit for storm water discharges from the site?

Why?

- Excessive amounts of sediment and debris from construction sites are often washed into local waterbodies during a storm. Construction vehicles can leak fuel, oil, and other harmful fluids that can be picked up by storm water as well.

What to Do?

- Under a new regulation, the Department of Environmental Conservation (DEC) requires that before starting construction, a Stormwater Pollution Prevention Plan (SWPPP) must be developed. The SWPPP is a plan for erosion and sediment control, and for installation of treatment for post-construction runoff.
- **Before construction activity begins**, a Notice of Intent must be filed with the DEC affirming that a SWPPP has been prepared and is being implemented.
- If you begin construction before filing the NOI and obtaining coverage, you may be subject to a penalty of up to \$37,500 per violation per day.

Think Ahead!



- It could take up to sixty (60) business days to get a permit, but often only takes five (5) business days. The length of time depends on the type of construction site involved. It also depends on the existing levels of pollution in the waterbodies to which storm water from the site will discharge.

For More Information

- Visit our website: www.dec.state.ny.us/website/dow/mainpage.htm
- If you don't have web access, you can obtain written material by calling 518-402-8265. Or call the DEC regional office.

Tools Available from the DEC:



Permit: SPDES General Permit for Stormwater Discharges from Construction Activity (GP-02-01)

Guidance: Overview of the SPDES General Permit for Stormwater Discharges from Construction Activities and Instruction Manual for Stormwater Construction Permit

Technical Information: New York State Stormwater Management Design Manual
NYS Standards and Specifications for Erosion and Sediment Control (aka the Blue Book)
New York Contractor's Erosion and Sediment Control Field Notebook

George E. Pataki, Governor
State of New York



Erin M. Crotty, Commissioner
NYS D.E.C.

7.

Stormwater Regulations and the Construction Industry

Stormwater Discharges

The construction industry is a critical participant in New York State's efforts to protect our streams, wetlands, rivers, bays and lakes through the use of erosion and sediment control (**ESC**) practices.

As Stormwater flows over a construction site, it picks up soil, debris, and chemicals and washes them into our water resources. The result is degraded water quality and aquatic habitat.

Uncontrolled erosion can also have a significant financial impact on a construction project. It costs money and time to repair gullies, replace vegetation, clean sediment-clogged storm drains, replace poorly installed ESC practices, and repair damage to other people's property or to natural resources.

Soil Erosion Prevention and Sediment Control, An important responsibility on all construction sites

Minimize the area of exposed soil on site:

- To the extent possible, plan the project in stages to minimize the amount of area that is bare and subject to erosion. The less soil exposed, the easier and cheaper it will be to control erosion. The less soil exposed, the easier and cheaper it will be to control erosion.
- Seed disturbed areas with permanent or temporary groundcover immediately upon reaching final grade.
- Seed or cover stockpiles that will not be used immediately.

Protect defined channels with ESC practices adequate to handle expected storm flows:

- Use stabilization measures such as sod, geotextile, natural fiber, or riprap to allow channels to carry water without causing erosion
- Use of softer measures like geotextile or vegetation where possible to prevent downstream impacts.

Reduce velocity of Stormwater:

- **Use** ESC practices such as vegetated buffers and check dams to slow down Stormwater as it travels across and away from the project site.
- **Don't Use** silt fences or other types of perimeter filters to reduce the velocity of runoff; never install them in streams or ditches

Keep sediment on site:

- Maintain a minimum 50-foot length of clean stone at all access points to accommodate large vehicles.
- Sweep the construction entrance road often to prevent soil and debris from entering storm drains.
- Do not hose paved areas.
- Use temporary sediment traps and basins with other permanent measures to retain sediment.

Divert clean water from disturbed soil:

- Use interceptors and diversion structures to direct flow away from exposed areas toward stable portions of the site.

Maintain all ESC practices to ensure their effectiveness during the life of the project:

8.

- Regularly remove collected sediment from silt fences, berms, traps, and other practices.
- Maintain sediment controls that protect sensitive areas such as diversion structures and silt fences
- Keep geotextiles and mulch in place until vegetation is well established.

How to Be In Compliance

What is required for construction sites?

If your project will disturb one acre or more of ground, site owners and/or operators are required to:

1. **Develop a Stormwater Pollution Prevention Plan (SWPPP) and follow it.** The SQPPP is the plan for controlling runoff and pollutants from a site during and after construction. Stormwater planning early in project design provides the most aesthetic, effective and inexpensive Stormwater controls.
2. Once a SWPPP is prepared, **obtain a Stormwater General Permit** from DEC. You can obtain help from DEC or your County Soil and Water Conservation District about permit requirements. Or, go to the DEC website for detailed Stormwater information.
3. **Certify, under penalty of law**, to follow the SWPPP. Landowners and contractors must sign a statement that they understand and agree to comply with the terms and conditions of the SWPPP.
4. **Have a qualified professional* perform inspections after ½ inch of rain, as well as weekly**, to determine compliance with water quality standards and adherence to the SWPPP. * **As specified in the permit. See the DEC website for more information.**
5. **Maintain erosion and sediment control practices** and update the SWPPP regularly.
6. **Install permanent Stormwater management practices** (e.g. pond, wetland, filter, infiltration device or swale) as required by and in accordance with DEC standards.
7. **Keep all SWPPP and inspection forms in a log book on the construction site** and available to regulatory staff.

Training is available:

The New York State Department of Environmental Conservation (DEC) regulates the Stormwater Program. DEC, Soil and Water Conservation Districts and Regional Planning Boards all provide Stormwater training that is essential for contractors and developers.

Contractors and developers can benefit from training and obtaining certification for a staff member who can then conduct project inspections as a Certified Professional in Erosion and Sediment Control. For more information go to: www.cpesc.net

Information and assistance:

For more information, contact the DEC Bureau of Water Permits at (518) 402-8111 or visit their Stormwater website at: www.dec.state.ny.us/website/dow/mainpage.htm

Information is also available from your County Soil and Water Conservation District.

Stormwater regulations are required by US EPA's Stormwater Phase II rule and New York's State Pollution Discharge Elimination System General Permit 02-01.

In cooperation with
New York's Soil and Water Conservation
Districts

George E. Pataki, Governor
State of New York



Erin M. Crotty, Commissioner
NYS D.E.C.

9.

CONSTRUCTION OR ALTERATIONS OF BUILDINGS: WHAT'S LEGAL, WHAT'S NOT

Use of Architect's or Professional Engineer's Stamp/Seal

New York State laws requires that all plans, drawing and specifications relating to the construction or alteration of buildings or structures which must be filed with a building code official must be stamped with the seal of an architect or professional engineer (NY Education Law 7307 and Title 19 NYCRR Part 1203.3 (a) (3) (1).

Exceptions Not Requiring an Architect's or Professional Engineer's Stamp or Seal

The following exceptions do not require the stamp or seal of a licensed, registered architect or professional engineer (NY Education Law 7307 (5)) :

- Farm buildings and other buildings used solely and directly for agricultural purposes;
- Single family residential buildings 1500 square feet or less, not including garages, carports, porches, cellars, or uninhabitable basements or attics;
- Alterations, costing \$10,000 or less within New York City and \$20,000 or less outside of New York City, if these alterations do not involve changes affecting the structural safety or public safety of the building or structure.

“Rubber Stamping” Drawings, Plans and Specifications

The practice of certain builders, developers and contractors who attempt to have construction documents “legitimized” with a seal of a licensed professional after they have been prepared by an unlicensed individual is illegal. Such practice is known as “rubber stamping”, and the licensee is guilty of professional misconduct (Sec.29.3(a)(3).) of the Rules of the Board of Regents. The penalties for professional misconduct may include, but are not limited to, censure and reprimand, suspension or revocation of the license, fines and others (NY Educ. Law 6509 and 6510). In addition, the licensee may also be guilty of aiding and abetting an unlicensed person to practice architecture or use the title “architect”, both of which are class E felonies.

Adopting Drawing, Plans and Specifications Furnished by a Third Party

Under certain, limited circumstances, Sec.29.3(a)(3) of the Regents Rules defining professional misconduct permits licensed, registered architects and professional engineers to stamp drawings, plans and specifications not performed by the licensee or under the licensee’s direct supervision. This amendment requires licensed, registered architects and professional engineers who adopt documents furnished by such third parties to prepare a thorough written evaluation documenting the professional review of that work. The amendment further requires that the evaluation performed by the licensee as well as all preliminary and final plans, documents, computations and records prepared by licensees themselves or their employees, must be maintained for a minimum of six years.

Reporting Professional Misconduct or Illegal Practice

You may verify the licensure/registration status of an architect or professional engineer by going to the State Education Website at <http://www.op.nysed.gov/opsearches.htm> if you suspect illegal practice by a non-licensed individual or business; or if you suspect that plans have been “rubber stamped”, you may call the NYS education Department Complaint Hotline at 1-900-442-8106 or conduct@mail.nysed.gov to report illegal practice or professional misconduct.



AIA

52 South Pearl St, 3rd Fl, Albany, NY 12207
518.449.3334 Fax 518.426.8176
www.aianys.org

New York State

10.

BUILDING PERMIT APPLICATION

CHECKLIST

1. Completed Page 3, Owner/Applicant, Property and Construction/Description Information

2. Filled in Architect/Engineer & Contractor information – pg. 4 of the Application

and

Not Applicable

Briefly described the project being applied for, including dimensions.

3. Attached 2 sets of project plans

Not Applicable

Engineered Plans

Sketch Plan Attached

4. Residential Compliance Checklist ECCCNY-2010

Not Applicable

5. Completed Notice of Utilization of Truss Type Construction, Pre-Engineered Wood Construction in Residential Structures (Attached)

Not Applicable

5. Workers' Compensation and Liability Insurance Certificates from Contractors

or

Completed, Signed and Notarized Affidavit of Exemption - pg. 5 of the Application

6. Signed Applicant Certification – pg. 6 of the Application

or

Included a signed authorization from the owner giving the applicant permission to sign/act on their behalf.

7. Other Attachments:

a. _____

b. _____

c. _____