

Town of Inlet
P. O. Box 179
Inlet, New York 13360
Codes & Zoning Enforcement Office
Phone: (315) 357-5726 Fax: (315) 357-3570
Codes@Inletny.com

Building and Zoning Permit Procedure

1. Schedule an appointment with the Codes & Zoning Enforcement Officer. At this meeting you can explain your project and investigate all the rules, regulations, codes and local laws that pertain.
2. A Building & Zoning Permit is required for and prior to commencing: the erection, construction, enlargement, improvement, alteration, conversion of use, demolition, removal and installation of solid fuel or gas burning device requiring a chimney or vent, other than the principal heating equipment.
3. An asbestos inspection is required by New York State Department of Labor law (12NYCRR Part 56) on most demolition and removal projects including remodeling prior to any disturbance. A certificate of inspection is required prior to the Town of Inlet issuing a Demolition Permit.
4. A site inspection by the Zoning & Codes Enforcement Officer, prior to issuance of a Building & Zoning Permit may be performed, at the discretion of the Zoning & Codes Enforcement Officer.
5. A separate Septic Permit is required for and prior to commencing the construction of a new system, or to enlarge or replace an existing system.
6. For installation of solid fuel or propane burning devices requiring a chimney or vent, it is required that the product name, manufacturer and model number be provided, as well as a copy of the installation instructions with all minimum clearances from the device to adjacent surfaces.
7. A structure shall be considered as anything constructed or erected with a fixed location or attached to something having a fixed location on the ground, excepting break walls. Among other things, structures include: buildings; mobile homes; and accessory structures.
8. An application form must be completed, neatly in ink or typed. The applicant is responsible for all information relating to the property, owner, location, size of lot, cost of construction, deed restrictions, type of new construction and any pertinent data regarding the project. Additional information may be required from the property owner concerning compliance with the Adirondack Park Agency, NYS Department of Environmental Conservation, or NYS Department Health regulations which may be applicable to the project.
9. A properly dimensioned plot plan, drawn to scale (not to a greater scale than 1" = 100'), must accompany all applications. The plot plan shall show the road(s) abutting the property, any streams or water bodies on or adjacent to the property, existing septic systems, other pertinent physical features, lot line dimensions, location and size of existing and new construction and all setbacks relating to the proposed structure. Property corners (survey monuments) must be in evidence on the lot where the proposed construction is to take place. Attached for your information are the required setbacks listed in the Town of Inlet Zoning Ordinance.
10. Two (2) sets of drawings bearing the official stamp and signature of a New York State registered architect or licensed professional engineer must be submitted to the Zoning & Codes Enforcement Officer prior to the issuance of a permit for residential building in excess of 1,500 square feet, all commercial buildings and major alterations or renovations costing in excess of \$20,000. The drawings and permit documentation

become a permanent record of the project. A review of the drawings will be completed prior to issuance of a permit. Once drawings have been approved by the Town of Inlet Codes Enforcement Officer, they will be stamped accepted and signed by the Zoning & Codes Enforcement Officer. One set of accepted drawings will be kept in the Town of Inlet Codes & Zoning Office and one set will be kept on the job site by the permit holder. Any proposed changes to the building design during the construction process will require revisions to the drawings, which must be approved by the Zoning & Codes Enforcement Officer.

11. Providing all requirements are met and in compliance with the New York State Building Codes, the Town of Inlet's Local Laws and Zoning Ordinance and upon payment of the stipulated fee (See attached current Building and Zoning Fee Schedule), a Building & Zoning Permit can be issued.
12. Issuance of this permit requires that the Town of Inlet's Zoning & Codes Enforcement Officer be allowed to make all required inspections related to the permit. **It is the permit holder's responsibility to schedule all inspections with the Zoning & Codes Enforcement Officer during the construction process.** Contact the Zoning & Codes Enforcement Officer at least two (2) days in advance for a required inspection. **It the permit holder's responsibility to hire an independent electrical inspector to perform the required electrical inspections.**
13. **No building shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy or Certificate of Compliance has been granted by the Zoning & Codes Enforcement Officer.**

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APPLICATION FOR A BUILDING PERMIT

**NOTE: AN INCOMPLETE APPLICATION MAY DELAY THE TIMELY ISSUANCE OF YOUR PERMIT;
PLEASE ENTER N/A IF A SECTION IS NOT APPLICABLE.**

PART 1: GENERAL INFORMATION

1. Project Location and Information

Number and Street Address: _____
Tax Map Number: _____
Current use of the property/building: _____
Proposed use of the property/building: _____
Email Contact for this Project: _____

2. Owner Identification

Owner's Name: _____
Address of owner: _____
City, State, Zip: _____
Phone Number: _____

3. Type of Construction or Improvement

- New Building - Proposed use is _____
 Conversion - Current use is _____ Proposed use is _____
 Addition Alteration Repair/Replacement Wood/Propane Stove
 Relocation Demolition Misc. Structure or Equipment
 Sign Modular Home Mobile Home

4. Description of Project:

5. Estimated Project Cost:

Contractors estimate for the work to be performed: _____
Estimated completion date: _____
If the work is to be performed by the homeowner: _____
Estimated completion date: _____

PART 2: DESIGNERS AND CONTRACTORS

1. **Architect/Engineer:** Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____ Email: _____
2. **General Contractor:** Name: _____
Phone Number: _____ Email: _____
3. **Electrical Contractor:** Name: _____
Phone Number: _____ Email: _____
4. **Plumbing Contractor:** Name: _____
Phone Number: _____ Email: _____
5. **Mechanical Contractor:** Name: _____
Phone Number: _____ Email: _____
6. _____ **Contractor:** Name: _____
Phone Number: _____ Email: _____

PART 3: PROJECT LOCATION AND DETAILS

A plot plan drawn to scale must be attached

A sketch of the work to be performed must be made a part of this application. The sketch must include the following:

1. Location of the proposed structure or addition showing the number of stories and all exterior dimensions;
2. The distance of the proposal from all lot lines;
3. The distance of the proposal from any structure including neighboring structures;
4. The depth of the proposed foundation or footers;
5. The maximum percentage of the lot to be covered by the building(s);

Addition will be used as: Family Room; Living Room; Kitchen; Den;
 Bedroom; Bath Full -or- Half;
 Other _____

Basement: Full; Partial; Crawl; Pier; Slab

Garage: Attached; Detached;

Utilities: Electric; Gas; Other _____

Deck/Porch: Open; Covered; Enclosed; Screened; Other _____

Does the property have: New Private Well New Septic System
 Existing Well Existing Septic System
 Other _____

Plans are: Attached/Enclosed Shipped Separately Not Supplied

Has any work on the project been started or completed? _____

Zoning Classification: _____

Is the project in compliance with the Town of Inlet Zoning Ordinance? _____

COMMERCIAL:

Size _____ Style _____ Foundation Type _____

Number of Stories _____ Number of Rooms _____ Number of Restrooms _____

Heat Type _____ Fuel Type _____ Foundation Type _____

ALL RESIDENTIAL: (Site Built, Modular, Manufactured Single Wide, Manufactured Double Wide)

Size _____ Style _____ Number of Stories _____

Number of Rooms _____ Number of Bedrooms _____ Number of Baths _____

Heat Type _____ Fuel Type _____ Foundation Type _____

Fireplace _____ Solid Fuel Appliance _____

ADDITIONAL MOBILE HOME INFORMATION:

Manufacturer _____ Date of Manufacture _____

Attach NYS Dept. of State Codes Division Approval: _____ 2 Page Noting Restrictions or Absence Thereof

ADDITIONAL MOBILE HOME INFORMATION:

Mobile Home Park Name _____ Lot # _____

Make _____ Year _____ Size _____

Serial # _____ Hud # _____

GARAGE/SHED:

Size _____ Attached _____ Detached _____

Foundation Type _____

If attached, is fire barrier detail on print? _____

SIGN: Please provide the following information:

Plot Plan Showing:

1. Location of the sign
2. Distance from buildings, roads, utility poles, property lines
3. Existing signs/sizes & dimensions, etc.

Drawing of the proposed sign including:

1. Dimensions
2. Area in square feet
3. Structural supports/brackets
4. Height (from ground to top/bottom)
5. Text/Lettering
6. Colors
7. Lighting/Illumination (interior/exterior)

PORCH/DECK:

Size _____ Foundation/Piers _____

(Porches and decks attached to the building with the frost walls and full foundations are required to have footings below frost depth.)

POLE BARN:

Size _____ Pole Size _____

Pole Placing _____ Floor Material _____

OTHER CONSTRUCTION: _____

ADDITIONAL COMMENTS: _____

APPLICATION FOR A BUILDING PERMIT

IMPORTANT NOTICES: READ BEFORE SIGNING.

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Office and must conform to the New York State Uniform Fire Prevention and building Code, the Local Laws of the Town of Inlet, and all other applicable codes, rules or regulations.
2. It is the owner's responsibility to contact the Code Enforcement Office at 315-357-5726 (Mon. thru Fri. 8 a.m. to 4 p.m.) at least **48 hours** before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will eventually be covered from visual inspection by additional work (i.e. electrical work later to be covered by a wall).
DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED. Otherwise, work may need to be removed at the owner's or contractor's expense to conduct the interior inspection. Close coordination with the Code Enforcement Office will greatly reduce this possibility.
3. **OWNER HERBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICE TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PEURSUANT TO THIS PERMIT AND ANY OTHER NON WORK-RELATED VIOLATIONS WHICH ARE READILLY DISCERNIBLE FROM SUCH INSPECTION(S).**
4. New York State law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Worker's Compensation and Disability Insurance certificates are attached to this application or are on file with the Town of Inlet Codes Enforcement Office. If the contractor believes he/she is exempt from the requirements to provide Worker's Compensation and/or Disability Benefits, the contractor must complete form WC/DB-100 attached hereto.
5. **If a Certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued.**
6. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.
7. This permit does not include any privilege of encroachment in, over, under, or upon any town road or right-of-way.
8. The building permit card must be displayed as as to be visible from the street nearest to the site of the work being conducted.

PENALTIES & OFFENSES:

Section 77-15. Local Law #1, 2007 NYS UNIFORM FIRE PREVENTION AND BUILDING CODE

In addition to the remedies prescribed by the Code, any person, corporation, association, firm or partnership that fails to remedy the condition found to exist in violation of the code and this local law shall be subject to a fine of not more than \$250.00 or imprisonment for a period not exceeding thirty (30) days, or both such fine and imprisonment.

Each violation that continues to exist beyond the date fixed in the order of the Code Enforcement Official to remedy the violation shall be deemed a separate offense.

The Applicant hereby states that he is the owner or authorized agent for which the foregoing work is proposed to be done, and that he is duly authorized to perform such work, and that all workmen employed on this project are covered by Worker's Compensation Insurance as required under Worker's Compensation Law and that all work will be performed in accordance with all existing state and local ordinances. I further state that all information is true and correct to the best of my knowledge.

In a written instrument, any person who knowingly makes a false statement which such person does not believe to be true, has committed a crime under the laws of the State of New York, punishable as a Class A Misdemeanor. (PL210.45)

Date

Signature of Applicant

ZONING

160 Attachment 2

Town of Inlet

Schedule A

Lot Size and Dimension Chart

	Minimum Lot Size, All Zones: 20,000 square feet				
	Maximum Height, All Zones: 35 feet				
Setbacks(a)	R1-NU	R1	RR	C	TC
Front	15	25	25	25	(b)
Side	5	10	10	10	5(c)
Rear	5	10	10	10	5(c)

NOTES:

- (a) Minimum setbacks apply to R1-NU, R1, RR, C and TC side and rear only. TC front has a maximum setback.
- (b) TC maximum front setback should conform with neighboring buildings on either side.
- (c) TC minimum side and rear setbacks are five feet. Buildings with side and/or rear setbacks of less than five feet must be constructed with noncombustible exterior materials on any side of the building that does not meet the required five-foot setback.

TOWN OF INLET
BUILDING AND ZONING FEES
JANUARY 2016

TYPE PERMIT	PERMIT LENGTH	FEE
NEW SINGLE FAMILY RESIDENCE	TWO YEARS	\$250 \$20/100 SF over 1500 SF
NEW TWO FAMILY RESIDENCE	TWO YEARS	\$300 \$20/100 SF OVER 1500 SF
CONVERSTION TO TWO FAMILY	TWO YEARS	\$300 \$20/100 SF OVER 1500 SF
Residential ADDITION OR REMODEL	TWO YEARS	\$125.00 \$20/100SF over 500 SF
ACCESSORY STRUCTURES	TWO YEARS	\$100(over 160 SF) \$75 (under 160 SF)
NEW MULTI-FAMILY (3+ UNITS/BLDG)	TWO YEARS	\$250 per unit \$20/100 SF OVER 1000 SF
NEW GARAGE, BOATHOUSE OR POLE BAR	TWO YEARS	\$200 \$20/100 SF OVER 1000
COMMERCIAL - NEW	TWO YEARS	\$350 \$20/100 SF OVER 2000 SF
COMMERCIAL - ADDITION / REMODEL	TWO YEARS	\$150 \$20/100/SF OVER 1000 SF
FUEL BURNING DEVICE	ONE YEAR	\$50
PERMIT RENEWALS		
NEW CONSTRUCTION	TWO YEARS	\$150
ADDITION OVER 500 SF	TWO YEARS	\$150
REMODELING	TWO YEAR	\$150
ACCESSORY STRUCTURES	TWO YEAR	\$100/160 SF + / \$75 160SF-
GARAGE, BOATHOUSE, POLEBARN	TWO YEAR	\$150
SEPTIC		
COMMERCIAL/RESIDENTIAL - NEW	ONE YEAR	\$125
COMMERCIAL/RESIDENTIAL - REPAIRS OR REPLACEMENT OF ANY PORTION OF SYSTEM	ONE YEAR	\$100
SEPTIC PERMIT RENEWAL	ONE YEAR	\$100
REMOVAL OF STOP WORK ORDER		\$75
DEMOLITION	ONE YEAR	\$40
INSTALLATION OF POOLS	ONE YEAR	\$75
REQUEST FOR VARIANCE (ZBA)		\$150
R-1 APPLICATION	FIVE YEARS	\$150
R-1 RENEWAL	FIVE YEARS	\$90
7 DAY TRAILER PERMIT TEMPORARY TRAILER PERMIT DURING CONSTRUCTION	TWO YEARS	NO CHARGE NO CHARGE

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.

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.

Violations of Workers' Compensation Law

Penalties for being Uninsured

Failure to Secure Coverage

Criminal Penalty (*WCL §52 [1] (a)*)

- **For five or fewer employees**

Failure to secure workers' compensation coverage for five or fewer employees within a 12-month period is a misdemeanor punishable by a fine of between \$1,000 and \$5,000.

- **For more than five employees**

Failure to secure workers' compensation coverage for more than five employees within a 12-month period is a class E felony punishable by a fine of between \$5,000 and \$50,000 and is in addition to any other penalties that may apply.

Civil Penalty (*WCL §52 [5]*)

- An employer who doesn't provide coverage for 10 or more consecutive days could receive a penalty up to \$2,000 for each 10-day period of non-compliance, or no more than two times the cost of compensation for its payroll for the period of such failure.
- This is in addition to all other penalties, fines or assessments.
- When an employer fails to provide sufficient business records for the Chair to determine the employer's payroll for the period requested for the calculation of the penalty, the claimed weekly payroll for each employee, corporate officer, sole proprietor, or partner will be the New York State average weekly wage, multiplied by one-and-a-half.
- If the employer is a corporation, the president, secretary and treasurer will be liable for the penalty.

Subsequent Failure to Secure Coverage

Criminal Penalty (*WCL § 52 [1] (b)*)

- If an employer has been convicted of not securing workers' compensation coverage for employees within the previous five years, that employer will be guilty of a class D felony upon conviction of a subsequent violation and will be fined between \$10,000 and \$50,000, in addition to any other penalties including fines.
- Cases investigated by the Board are referred to the New York State Office of the Attorney General for prosecution.

Additional Liabilities

(*WCL §26-a*)

Uninsured employers are responsible for the following costs resulting from an uninsured claim:

- All wage and medical benefits awarded to any of their employees.
- Legal representation required to defend against a workers' compensation claim.
- Assessments up to \$2,000 for every 10-day period of noncompliance.
- Any other penalties the Board may issue for noncompliance as described above (*WCL §52 [5]*).

The uninsured employer may also be sued by an injured employee.

