

Village of Dolgeville Building Permit (06/18)

**Code Enforcement Officer – Steven Elwood – 518-848-7771**  
**Email – selwood@villageofdolgeville.gov**

Applicant's name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name of property owner if different from applicant:  
\_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Project address: \_\_\_\_\_

Tax Map Number, this information is on your Village tax bill:  
\_\_\_\_\_

Contractor's name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Description of work: \_\_\_\_\_

Estimated cost of construction: \_\_\_\_\_

Zoning district classification: \_\_\_\_\_

Existing use and occupancy classification: \_\_\_\_\_

Proposed use and occupancy classification: \_\_\_\_\_

Is the proposed project located in wetlands: \_\_\_\_\_

Is the proposed project located within a flood plain: \_\_\_\_\_

Complete the following for new construction, enlargement, relocation and additions:

Type of construction: \_\_\_\_\_

Village of Dolgeville Building Permit (06/18)

Existing building area (square feet): \_\_\_\_\_

Proposed building area (square feet): \_\_\_\_\_

Building height (feet): \_\_\_\_\_ Stories: \_\_\_\_\_

Distance to property line (feet);

Front : \_\_\_\_\_ Rear: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_

1. Two sets of plans, drawings and specifications relating to the construction or alteration of buildings or structures must accompany the permit application. The plans, drawings and specifications must be stamped with the seal of a licensed, registered architect or professional engineer and signed. Farm buildings, single family residential buildings fifteen hundred square feet or less and alterations costing \$10,000.00 or less may not require a stamp and signature. If alterations involve the structural safety or public safety of the building or structure a stamp and signature is required.
2. The applicant may request that the requirement of plans, drawings and specifications be waived where the work to be done involves minor alterations or where such plans, drawing and specifications are otherwise unnecessary.
3. The applicant must submit proof that the required workers' compensation and disability coverage and liability insurance has been obtained.
4. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the Uniform Code and Zoning Law. The authority conferred by such permit may be limited by conditions, if any, contained therein.
5. The applicant shall notify this office of any changes in the information contained in the application during the period for which the permit is issued.
6. The permit issued shall be prominently displayed on the property or premises to which it pertains.
7. The permit issued may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the Uniform Code, Zoning Law or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.
8. Work for which a permit has been issued shall be inspected at appropriate stages of the project. Work shall be inspected prior to enclosing or covering any portion thereof and upon completion of each stage of construction or demolition, including but not limited to building location, site preparation, excavation, foundation, framing, superstructure, electrical, plumbing, heating, ventilation and air conditioning. It shall be the responsibility of the owner, applicant, or their agent to inform this office that the work is ready for inspection and to schedule such inspection.
9. The project shall be subject to periodic inspections for compliance with the Uniform Code and Zoning Law.

Village of Dolgeville Building Permit (06/18)

10. Any work on the project that is violation of the Uniform Code or Zoning Law shall stop until this office is satisfied that such violations have been corrected.
11. Upon the completion of all work for which a permit has been issued, the property owner shall obtain a certificate of occupancy or completion. No building or structure described in this application shall be used or occupied, except to the extent provide in this permit, until a certificate of occupancy or completion has been issued.
12. A third party inspection may be required for work performed at this project. The inspector should be a registered architect, licensed engineer, electrical inspector or other person whose experience and training has been demonstrated to the satisfaction to this office. Such inspector shall certify the results of his inspection to this office. The cost of the inspection and certification shall be the responsibility of the owner, applicant, or their agent.
13. All building permits shall expire one year from the date of issuance or upon the issuance of a certificate of occupancy or upon the issuance of completion, whichever occurs first. A building permit may, upon written request, be renewed for successive one-year periods.
14. Demolition permits may only be renewed one renewal.
15. All zoning permits shall expire six months from the date of issuance. A zoning permit may, upon written request, be renewed for successive six months' periods.
16. A fee schedule for the required permit may be obtained from the Village Clerk or online.
17. Check or money order payable to Village Clerk, Village of Dolgeville is the only acceptable form of payment. I hereby certify that I have read and understand this application and know the same to be true and correct. All work shall be executed in strict compliance with the permit application, plans, drawings and specifications and the Uniform Code and Zoning Law. All provisions of laws and ordinances covering this type of work shall be complied with whether specified hereto or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any federal, state or local law or other rule or regulation regulating construction or land use or performance of construction.

Signature Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Phone # \_\_\_\_\_

The following is to be completed by the Code Zoning Enforcement Officer:

Code Enforcement Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Fee: \_\_\_\_\_

Payment by: \_\_\_\_\_

Permit number: \_\_\_\_\_

**Adopted: June 18, 2018 – Updated 07/20/21, Updated 1/1/2026**

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 m 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 SECTION TWO OF THE WORKERS' COMPENSATION LAW TO PERFORM WORK RELATNG 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-1052 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-I (12/08).

- ♦ Form BP-I 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:
  - o is performing all the work for which the building permit was issued him/herself,
  - o 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
  - o 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 job site) 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-I (12/08), but shall either:
  - o 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
  - o 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 anyway, 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 homeowner's 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 CE200 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sworn to before me this _____ day of _____, _____.  _____ (County Clerk or Notary Public)
--

Once notarized, this BP-I form serves as an exemption for both \_\_\_\_\_ workers' compensation and disability benefits insurance coverage.

**Adopted: June 18, 2018**

BP-I (12/08) NY-WCB VILLAGE OF DOLGEVILLE  
BUILDING PERMIT AND INSPECTION FEE SCHEDULE  
ADOPTED - JUNE 18, 2018

General rules regarding fees:

- Permit application fees are doubled if work is started without a permit
- \$100.00 — No Show fee
- If an inspection must be cancelled, notice must be made by the property owner/manager to the Code Enforcement Office at least 24 hours in advance

**BUILDING PERMIT FEE**

Residential (1 and 2 Family-MIN. FEE \$100.00)

\$15.00 per 100 sq. ft. up to 3,000 sq. ft.

Additional \$.20 per sq. ft. over 3,000 sq. ft.

Residential Additions \$15.00 per 100 sq. ft.\* \* **Minimum fee \$ 50.00**

Accessory Building (Residential and Commercial) \$10.00 per 100 sq. ft.\* **Minimum fee \$ 50.00**

Alterations and/or Renovations (Residential and Commercial) \$10.00 per 100 sq. ft.\* **Minimum fee \$ 50.00**

In-ground Pool \$75.00

Above-ground Pool \$30.00

All Decks and porches \$50.00

Septic System: Including alterations to an old system \$30.00

Commercial Structures

(INCLUDES: New Construction, Additions, Alterations and Conversions to Industrial, Places of Assembly, Institutional, Business, Mercantile, Commercial Storage and Multiple Dwellings of 3 or more units) Permit application fees based upon area of actual work area excluding crawl spaces  
\$15.00 per 100 sq. ft. (MIN FEE \$150.00)

Signs \$50.00 per face

Demolition — Residential \$ 50.00 Demolition —

Commercial \$150.00

Permit Renewals (one time only) – 50% of original fee

New permit required in the event building permit expires – 100% of original permit fee

**CERTIFICATE OF OCCUPANCY OR COMPLIANCE**

Completion or Compliance with building permit – No Charge

Replacement of prior issue Certificate of Occupancy - \$ 50.00

**OPERATING PERMITS**

Issue, Reissued or Renewed \$ 50.00

