



## Town of Fallsburg Building Permit Checklist:

(Please READ and CHECK boxes prior to submission. We will not accept incomplete applications.)

1. I have read the instructions on page 2 of the permit application.
2. I have submitted a plot plan showing the lot and building on the premises.
3. I have submitted legible detailed plans as per the instructions on the permit.
4. I understand the work may not be started until a permit is issued.
5. I understand that all electrical work must be independently inspected.
6. I understand that not displaying the permit placard is a \$50.00 fine.
7. I understand that a Workman's Comp. exemption # or policy must be submitted.
8. I understand that construction debris must not be left outside during const.
9. I understand that a minimum of 24 hours is required for inspections.
10. I understand that any change requires updating the permit.
11. I understand that it is illegal to occupy or use without a C/O.  
A fine of \$1,500 per day for occupying without a C/O
12. I understand that a C/O must be issued prior to occupancy of use.
13. I understand that a 911 number must be installed at the property.
14. I have given a copy of this checklist to my contractor.

By signing below I am stating that I have read and agree to the statements above and the dwelling, structure, fuel burning device, etc. will not be used or occupied until the issuance of a Certificate of Occupancy the building department

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\* DON'T FORGET TO SUBMIT YOUR SITE PLAN. WE WILL NOT ACCEPT AN INCOMPLETE APPLICATION!\*\*\*\*

### Office Use ONLY:

Owners Proxy (if applicable)

Home Owners Association (if applicable)

Electrical Verification (if applicable)

Insurance

Plot plan/ Site plan

Permit Fee's \$ \_\_\_\_\_

TOWN OF FALLSBURG  
CODE ENFORCEMENT OFFICE  
Member: New York State Building Officials Conference, Inc.



5250 MAIN STREET  
SOUTH FALLSBURG  
NEW YORK 12779  
(845) 434-8811  
FAX:(845) 434-0791

### DECK APPLICATION

**PERMIT #** \_\_\_\_\_

**SBL#:** \_\_\_\_\_

**Address where work will be performed:** \_\_\_\_\_

Applicants Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Owners Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contractors Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Workers Comp Policy #: \_\_\_\_\_

#### *Deck Requirements:*

- Pour foot frost protection is the minimum depth requirements for support post.
- Spacing of support post shall not exceed 8'.
- Fasteners shall be of galvanized or ceramic coated design unless.
- Joist hangers are required unless otherwise approved by the Code Official.
- Lateral bracing is required for all support post above 3' in height.
- 36" is the required minimum railing height.
- 4" is the maximum spacing between spindles.

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

*If applicable, Unit #:* \_\_\_\_\_

Dimensions: \_\_\_\_\_ X \_\_\_\_\_      \_\_\_\_\_ X \_\_\_\_\_

DECKS UNDER 350 SQUARE FEET = \$100.00

DECKS OVER 350 SQUARE FEET = \$200.00

**TOTAL FEE :** \_\_\_\_\_      **CHK:** \_\_\_\_\_

## **STORAGE CONTAINERS:**

### **§ 100-2 Suitable containers required.**

All commercial or residential construction sites, whether a building permit is required or not, shall have suitable containers on site at all times to accommodate any and all construction-related debris.

### **§ 100-3 Covering of containers.**

Containers are to be covered each day and night when not in use.

### **§ 100-4 Storage inside buildings.**

Storage of construction-related debris may be inside the building.

### **§ 100-5 Availability and submission of landfill receipts.**

[Amended 5-11-2010 by L.L. No. 7-2010]

Construction debris must be properly disposed of at the landfill at the end of the construction project. All landfill receipts must be made available upon request of the Code Enforcement Officer and must be submitted to the Code Enforcement Office prior to issuance of a certificate of occupancy.

### **§ 100-6 Outside accumulation of debris prohibited.**

No outside storage of construction or project-related debris shall be permitted to accumulate, and all outside areas of the work site must remain free of debris, trash and garbage and must be cleaned regularly to ensure compliance.

### **§ 100-7 Stop-work order for noncompliance.**

[Amended 5-11-2010 by L.L. No. 7-2010]

In the event of noncompliance with the provisions of this article, a stop-work order shall be posted on the property and all project-related activities shall cease until the Code Enforcement Officer has inspected the property and compliance is verified. A stop-work order shall encompass the whole of the job site that is deemed in violation.

I have read the above stated code section regarding construction debris and storage and fully understand that outside storage of const. debris is prohibited and a stop work order for the entire const. project may be imposed for violation of this code section.

I do hereby agree to provide suitable const. debris storage as required by this code section and to always keep the job site clean.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



# TOWN OF FALLSBURG CODE ENFORCEMENT OFFICE

## OWNERS PROXY

\_\_\_\_ deposes and states that he/she resides at:  
(Owner)

(Location where work is being done)

And that he/she is the owner of the premises described in the attached application for a building permit application and further states that he/she has authorized

\_\_\_\_\_ to make said application, secure any necessary permits and approvals, call for inspections, and request a certificate of occupancy upon satisfactory completion of the work described in said application.

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email address:

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**H.O.A. Building Permit Permission Form**

**I, [board member] \_\_\_\_\_**

have received a request from, [applicant]

The owner of **unit #** \_\_\_\_\_ **SBL#** \_\_\_\_\_

located at [property name] \_\_\_\_\_

for a [purpose of request] \_\_\_\_\_

Having reviewed the applicants request the association has decided to:

**Check Box:**

**Approve [ ] with the following conditions** \_\_\_\_\_

**Denied [ ] -----**

I assert that **I** am a board member of the homeowners association and this matter has been discussed with other board members and this is the decision of the majority of the board.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Attention!**

The Code Enforcement Office must be made aware  
when new board members are elected or replaced.

The names, phone numbers and mailing addresses of all board members should  
be updated regularly in the event of an emergency and to prevent  
any confusion or delays in the permit process.

Please add a copy of this required information on a  
separate sheet along with this form to avoid delays in the permit process.

# Certificate of Attestation of Exemption



Workers' Compensation Board

Instructions for obtaining and filing a Certificate of Attestation of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200) through New York Business Express

## Follow these steps:

1. Go to [businessexpress.ny.gov](http://businessexpress.ny.gov).
2. Select **Log in/Register** in the top right-hand corner. A NY.gov Business account is required.
3. If you do not have a NY.gov business account, go to **step 4** to set up your account. If you have a NY.gov log-in and password, go to **step 16**.
4. Select **Register with NY.gov** under New Users.
5. Select **Proceed**.
6. Enter the following:
  - First and Last Name
  - Email
  - Confirm Email
  - Preferred Username (check if username is available)
7. Select **I'm not a robot**.
  - You may have to complete a Captcha Verification before proceeding.
8. Select **Create Account**.
  - If you already have a NY.gov account, the screen will display your existing accounts, either Individual or Business.
  - Do one of the following:
    - If the account(s) shown is a NY.gov Individual account, select **Continue**.
    - If the account(s) shown is a NY.gov Business account, select **Email Me the Username(s)**.
9. Verify that the account information is correct.
  - Select **Continue**.
10. An activation email will be sent.
  - If you do not receive an email, see the **No Email Received During Account Creation** page.
11. Open your activation email and select **Click Here**.
  - Specify three security questions.
  - Select **Continue**.
12. Create a password (must contain at least eight characters).
13. Select **Set Password**. You have successfully activated your NY.gov ID.
14. Select **Go to MyNy**.
  - At the top of the screen select **Services**.
  - Select **Business**.
  - Select **New York Business Express**.
  - Select **Log in/Register**.
15. On the New York Business Express home page, do one of the following:
  - Scroll down to Top Requests and select **Certificate of Attestation of Exemption**, or
  - Search Index A-Z for **CE-200**.
16. Under **How to Apply**:
  - Select **Apply as a Business**, or
  - Select **Apply as a Homeowner** (applies to those obtaining permits to work on their residence).
17. Complete application screens.
18. Review Application Summary.
19. Attest and submit.

You will receive an email when your certificate has been issued.

To view your certificate:

- Select **Access Recent Activity** from your email, or
- Access [businessexpress.ny.gov](http://businessexpress.ny.gov), and then access your **Dashboard** (under your login name on right).

Print and **sign** the **Certificate of Attestation of Exemption**.

Submit your **CE-200** for your license, permit or contract to the issuing Agency.