

PERMIT CONDITIONS

1. The building permit placard **MUST** be placed in a conspicuous location on the building site until construction is complete and a Certificate of Occupancy/Compliance is issued. A copy of all approved construction plans shall also be kept on site at all times and available for inspection.
2. Any deviation from the original approved plans shall require submittal of new drawings showing all proposed changes and approval by the Code Enforcement Officer.
3. Required inspections are as follows:
 - a. Footings and Post Holes with rebar in trench – before concrete is poured
 - b. Foundation Walls with rebar in place – before concrete is poured and before back fill
 - c. Underground Plumbing
 - d. Rough Framing
 - e. Electrical, Plumbing and HVAC rough in before insulation
 - f. Installation before covering
 - g. Final Inspection when required work is completedAll electrical work must be inspected by a licensed electric inspector approved by this office.

FAILURE TO CALL FOR ANY REQUIRED INSPECTION MAY RESULT IN A STOP WORK ORDER BEING ISSUED AND/OR REMOVAL OF ANY WORK THAT WAS COVERED.

4. No work shall be started prior to the issuance of the Building Permit.
5. No building shall be occupied or used in whole or part for any purpose until a final inspection has been performed and a Certificate of Occupancy/Compliance has been issued by the Code Enforcement Officer.

INSURANCE REQUIREMENTS in accordance with Workers' Compensation Law §57 and §220(8)

All permit applications require the following New York State Workers' Compensation Board documents be submitted prior to approval of a building permit:

BP-1 Form – This form may be submitted if **YOU ARE THE OWNER** of a 1, 2, 3 or 4 family, owner occupied residence and meet one of the following criteria:

- You are performing all the work for which the building permit will be issued
- You will not be hiring, paying or compensating in any way, the individual(s) that will be performing all of the work for which the building permit will be issued or helping you perform such work.
- You have a homeowners insurance policy that is currently in effect and covers the property listed on the building permit **AND** you will be hiring individuals(s) a total of less than 40 hours per week (aggregate hours for all paid individuals on the job site) for which the building permit will be issued.

Forms may be obtained in the permit office or printed at www.wcb.state.ny.us.

-OR-

CE-200 Form – If a contractor has been hired and he/she is doing the work as a sole proprietor or a partnership and has no employees, form CE-200 must be filed for each project. A current copy of the contractor's Liability Insurance must also be submitted with the permit application naming the Town of Ellery as the Certificate Holder. (This does not apply to Subcontractors) This form can be completed and printed at www.wcb.state.ny.us or by calling (866)546-9322. (OVER)