

TOWN of PIERCEFIELD

P.O. Box 25
Childwold, NY 12922
Phone: (518) 359-7569

SEPTIC PERMIT APPLICATION

COMPLETED BY CODE ENFORCEMENT OFFICER

PERMIT NO: _____

DATE ISSUED: _____

PERMIT MUST BE OBTAINED BEFORE BEGINNING CONSTRUCTION

PLEASE READ & COMPLETE THIS ENTIRE FORM TO AVOID PERMIT DELAYS:

The undersigned hereby applies for a Building Permit for the following work, which will be completed in accordance with the description, plans and specifications submitted and such special conditions as may be indicated on the Building Permit.

APPLICATION DATE: _____

PROPERTY OWNER: _____

Address: _____
(Street or P.O. Box) (Village) (State) (Zip Code)

Telephone Number: _____

Property Location: _____
(Street) (Village) (State) (Zip Code)

Tax Map No. _____

Subdivision Name (if applicable): _____

PLOT PLAN DIAGRAM: Showing location of existing buildings, distances to Lot lines, septic systems, etc.

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SEPTIC PERMIT APPLICATION PACKAGE

- 1) **NEW YORK STATE LAW** mandates that the New York State Uniform Fire Prevention, Building, and Energy Codes must be enforced for all public and private buildings. These laws protect the Health, Safety and General Welfare of the public.
- 2) **BUILDING PERMITS** are required prior to commencing any work for which these Codes are required. The Building Permit is the management system used to ensure that all Codes are adhered to. The Code Enforcement Officer shall administer and enforce all the provisions of the Uniform Code, the Energy Code and Local Laws.
- 3) **PLEASE CONTACT** the Code Enforcement Official for an informal discussion to determine if a Permit is required for your project. An application for a Building Permit shall be examined to ascertain whether the proposed work is in compliance with the applicable requirements.
- 4) **APPLICATION:** The Building Permit Application requires sufficient information to make a determination that the intended work complies with the requirements of the applicable Code. Please submit a completed Septic Permit Application for review, along with:
 - A. Site Plan showing existing and proposed structures, wells and septic systems
 - B. Location of the intended work with distances between all structures and Lot Lines
 - C. Specifications for the intended work
 - D. Two sets of Construction Documents prepared by a New York State Registered Architect or Licensed Engineer if: (1) the total project value exceeds \$ 10,000.00 or (2) the changes involve structural safety or public safety or (3) residence building of gross floor area of over 1500 sq ft, not including garages, carports, porches, cellars or uninhabitable basements or attics.
 - E. Required Insurance Certificates
- 5) **APPROVAL / REQUIREMENTS:** Approved applications will be issued a Building Permit. Building Permits shall become invalid unless the authorized work is commenced within 6 months following the date of issuance. Building Permits shall expire 12 months after the date of issuance. A Building Permit which has become invalid or which has expired may be renewed upon application by the Permit Holder, payment of the applicable fee, and approval of the application by the Code Enforcement Officer. Building Permit must be visibly displayed at the work site and remain visible until project completion.

WORKERS' COMPENSATION LAW and GENERAL MUNICIPAL LAW require that the Town obtain proof of appropriate Workers' Compensation and Disability Benefits Insurance PRIOR to issuing this permit.

APPROPRIATE FORMS MUST BE SUBMITTED FOR GENERAL CONTRACTOR THIS APPLICATION

1) **BUSINESSES:** (Insurance Carrier to provide these completed forms)

- A) Forms **C-105.2** or **U-26.3** are approved Certificates of Workers Compensation.
- B) Form **DB-120.1** is approved Certificate of Disability Benefits Insurance.

SELF INSURED BUSINESSES:

- A) Forms **SI-12** or **GSI-105.2** are Certificates of Board approved Workers Compensation Self-Insurance.
- B) Form **DB-155** is the approved Certificate of Self-Insurance for Disability.

2) **ENTITIES / NO EMPLOYEES:** (This certificate is available to download under "forms" at: www.wcb.state.ny.us)

- A) Form **CE-200** is the approved process for granting exemptions. CE-200 Exemptions are NOT valid for multiple permits. Each CE-200 form will specifically list the Town of Fine and the specific job location along with the estimated cost of the project.

3) **HOMEOWNERS:** (This certificate is available to download under "forms" at: www.wcb.state.ny.us)

- A) Form **BP-1** may be used by certain Homeowners of 1,2,3,or 4 family owner-occupied residences serving as their own General Contractor and are not hiring, paying or compensating in any way, the individual(s) helping perform such work.

NY STATE LAW requires that you call DIG SAFELY NY **(800) 962-7962** for underground utility location, two working days prior to beginning any digging operations.