

Town of Andes

Office of the Building Inspector

P.O. Box 132
Andes NY 13731
(845) 676 4707

andesbuildingandcode@gmail.com

TDD -1-800-662-1220

REQUIREMENTS FOR OBTAINING A BUILDING PERMIT

- 1.) Application in duplicate, completed in its entirety and notarized.
- 2.) Plot plan, showing location of proposed construction, any accessory buildings, well or spring location, electrical service location, distance from property lines, adjacent property well, spring of septic system if within 100 feet of your property.
- 3.) A letter of septic system approval from Board of Water Supply.
- 4.) Two (2) complete sets of construction drawings including foundation. One set will be marked "accepted" and returned to the applicant to be kept at the construction site at all times.
- 5.) Single wide homes are required to complete a "site plan review application" and have it reviewed by the planning board.
- 6.) Applications for homes, additions, and structural work are required to have their plans stamped by an architect registered in New York State.
- 7.) Applications for ANY commercial buildings are required to have plans signed and stamped by an architect registered in New York State.
- 8.) Obtain any required permits in order to access any State or County highway.
- 9.) If your property is accessed via a right of way, provide proof of legal right to use this right of way.
- 10.) Appropriate fee as determined by fee schedule
- 11.) Any other information deemed necessary and appropriate.

NOTE: Allow a minimum of fourteen (14) calendar days for processing of a building permit application.

Revised 1/6/21 KT

The Town of Andes is an equal opportunity employer and provider. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

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),
- ◆ a Board-approved self-insured employer (SI-12), or
- ◆ are exempt (WC/DB-100),

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.

- ◆ 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, 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 (Form C-105.2 or Form U-26.3), 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.

Office of the Building Inspector

MANDATORY INSPECTIONS

1. Foundation footings, before pouring concrete.
2. Foundation walls, before pouring concrete.
3. Foundation water proofing and drainage, before backfill.
4. Concrete floor slabs, before pouring concrete.
5. Rough framing, building enclosed on exterior.
6. Rough electrical wiring installed and inspected by one of the following agencies:
 - A) New York Board of Fire Underwriters.
 - B) Atlantic – Inland, Inc. – New York
 - C) Middle Department Inspection Agency
7. Rough Plumbing installed and insulation installed, before closing any walls on the interior.
8. Septic system installed, inspected and approved by New York City Board of Water Supply, before covering system.
9. Fire inspection of heating system, chimneys, wood stoves, fireplace, smoke detectors, etc.
10. Final electrical inspection and approval by one of the agencies listed in item #6 above.
11. Final inspection by building inspector.

It is the responsibility of the contractor at the site to call for inspections (24) hours in advance, if possible.

Before issue of a Certificate of Occupancy, compliance with all of the above inspections is required.

TOWN OF ANDES

Office of the Building Inspector
PO Box 132
Andes, New York 13731

APPLICATION FOR BUILDING PERMIT:
Under Town of Andes Local Law No. 1 for 1977.

The undersigned hereby applies for a permit to build, according to the following specifications, and for a certificate of occupancy when building has been completed and duly inspected by the **Building Inspector**.

I) TO BE FILLED OUT BY ALL APPLICANTS:

1. Application No. _____ Date of Application _____

2. Address (Proposed Building Site) _____

3. Tax Map Description _____

4. Fire Number _____

5. Owner:

Name _____

Address _____

NUMBER

STREET

VILLAGE, TOWN, CITY

STATE

ZIP CODE

Phone: _____

6. Agent of Owner:

Name: _____

Address _____

NUMBER

STREET

VILLAGE, TOWN, CITY

STATE

ZIP CODE

7. Insurance Carrier:

Name: _____ ID# _____

Address _____

NUMBER

STREET

VILLAGE, TOWN, CITY

STATE

ZIP CODE

8. Nature of Work (check one): New Building _____
9. Major Repair _____ Alteration _____
10. Addition _____ Value of Improvement \$ _____
11. Date Work to Commence: _____
12. Does the proposed building activity include: (check one or more)
- _____ New Principal Structure
- _____ New Accessory Structure
- _____ Altered Principal Structure
- _____ New Accessory Structure
13. Lot Size: _____ Sq. Ft. / or _____ Acres
14. Habitable Living Area _____ Sq. Ft.
- Lot Coverage by Building _____ Sq. Ft.
15. Maximum Building Height _____ Feet.
16. Accessory Structures if any (list): _____
- _____
17. Parking Spaces to be provided: _____
18. Will Parking Spaces be Off-Street: _____ YES ^{NUMBER} _____ NO
19. Existing Use and Occupancy: _____
- _____
20. Proposed Use and Occupancy: _____
- _____

II. **BUILDING PERMIT:**

INSTRUCTIONS

1. This application must be completed in two (2) copies, preferably by typewriter or ink.
2. All applicants for a building permit must fill out Part I completely.

Town of Andes

Office of the Building Inspector

*P.O. Box 132
Andes NY 13731
(845) 676 4707*

TDD -1-800-662-1220

BUILDING PERMIT FEE SCHEDULE EFFECTIVE APRIL 9TH, 2019

1.) Single Family Dwelling Units up to 1500 gross square feet of available living space

Type	Fee
Site built dwelling units (per unit)	\$375.00
Factory Manufactured dwelling units (per unit)-Modular	\$375.00
Multi-section mobile dwelling unit (per unit)	\$375.00
Single wide mobile dwelling unit (per unit)	\$250.00

*Add \$25.00 for each additional 100 square feet of fraction thereof over 1,500 square feet.

*Fee includes deck if shown on plans when submitting application for permit.

*Includes Certificate of Occupancy.

2.) Additions/Alterations/Renovations/Restorations/Conversions

Type	Fee
Additions/Alterations/Renovations/Restorations/Conversions of existing single family dwelling units per gross square foot of area involved including porches and decks.	\$0.25/sq. ft.
Minimum fee per unit	\$125.00

*Includes Certificate of Compliance.

3.) Decks and Porches

Type	Fee
Decks and porches per gross square foot	\$0.25/sq. ft.
Minimum fee	\$75.00

*Includes Certificate of Compliance.

4.) Accessory Structures

Type	Fee
New and/or additions to existing storage sheds, garages, pole buildings, workshops and similar type buildings per gross square foot.	\$0.25/sq. ft.
Minimum fee	\$75.00
Detached buildings 140 sq. ft or less	Exempt

5.) New Commercial, Industrial, Institutional Structures

Type	Fee
New commercial, industrial, institutional structures per gross square foot of available space including porches and decks.	\$0.30/ sq. ft
Minimum fee	\$475.00

*Includes Certificate of Occupancy.

6.) Addition, Alterations, Renovations, Restorations, Conversions of existing Commercial, Industrial, Institutional Structures

Type	Fee
Addition/Alterations/Renovations/Restorations/Conversions of existing Commercial, Industrial, Institutional Structures per gross square foot of area involved	\$0.30/sq. ft.
Minimum fee	\$275.00

*Includes Certificate of Occupancy

7.) Chimney, Fireplace, Woodstove and Boilers Installations

Type	Fee
Chimney, Fireplace, Woodstove and Boiler installation (9 NYCRR Sub. Chapter H, Part 1260.21)	\$55.00

*Includes Certificate of Occupancy

8.) New Rood or Re-Roofing

Type	Fee
New Roof or Re-Roofing (NYS-CRR 1231.3 (d))	\$35.00

9.) Demolition Permit

Required to demolish & dispose of existing structure

\$55.00

10.) Agricultural Permit

*No permit required- must be a true agricultural business

11.) Swimming Pools & Enclosures

See (9 NYCRR subchapter 8, part 720 & 744 and NYCRR subchapter F, section 1243.7F) \$85.00

12.) Inspection of Buildings of Public Assembly

Part 444, Section 444.3, D (3) \$35.00

13.) Miscellaneous Permits

Fee to be determined at time of application

14.) Permit Renewal

For each year in arrears \$25.00

*Permit MUST be active BEFORE Issue of Certificates

15.) Refund Policy

In the event that an application for a building permit is not approved, or the applicant withdraws their application, the applicant shall be entitled to a refund of 50% of the fee paid, provided NO WORK has commenced. If work has started and the applicant is not approved or is withdrawn, the fees paid shall NOT be refunded. (Town Law, Section 13-D)

Note: Gross footage shall be based upon outside dimension of building

Note: Electrical Inspections are to be performed by a qualified Electrical Inspection Firm and are NOT a part of this inspection fee.