



TOWN OF CLARKSON - BUILDING DEPARTMENT
Permits / Inspections / Code Enforcement
Planning Board / Zoning Board of Appeals / Conservation Board

3710 Lake Road, P.O. Box 858
Clarkson, New York 14430

Tel. 585-637-1145
Fax 585-637-1147

www.clarksonny.org

BUILDING PERMIT APPLICATION

(generic form to be used for all permits)

1. Applicant's Name: _____
Address: _____ City, State, Zip: _____
Phone Number(s): _____ E-mail: _____
Applicant is (check one or more): Owner Agent Engineer/Architect Contractor
 Other (specify): _____

2. Owner's Name: _____
Address: _____ City, State, Zip: _____
Phone Number(s): _____ E-mail: _____

3. Nature of work – check all that apply: New Structure (includes standby generator or any other accessory structure)
 Addition Alteration Change of Use

Describe the work to be permitted: _____
Cost estimate of proposed work: _____

4. Name of Contractor/Installer/Company Representative: _____
Address: _____ City, State, Zip: _____
Phone Number(s): _____ E-mail: _____
Will wages be paid for performance of work? Yes No
If YES, proof of insurance is required. (Workers' Compensation & Disability form C-105.2)
If NO, the homeowner must complete Form CE-200 online at www.wcb.ny.gov. Please see attached instructions.
NOTE: A permit will not be issued without the required proof of insurance.

5. Project Location/Street Address: _____
Tax Map #: _____ Located in Historical Overlay District? Yes No

6. Water Supply: Monroe County Water New Well Existing Well
Wastewater: Monroe County Sewer Private Septic System

7. Flood Plain: Site is is not within a flood plain/zone.
Wetland: Site is is not in a designated wetland.

Date

Applicant Signature

Date

Building Department Signature



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BUILDING PERMIT CRITERIA

~ Applicant To Keep This Page ~

CONSTRUCTION INFORMATION: The following information must be submitted with this application:

- Two (2) sets of plans. (**For new residential/commercial builds, both sets must be stamped & signed.**)
- A cross-section diagram/specification sheet showing all components of the project (i.e. insulation, roof pitch, footings, joists).
- Floor plan showing dimensions of the structure, window locations and sizes, doorways and openings, and any other details that might be included.
- Exterior elevations.

Note: *In many cases, NYS law requires stamped architectural drawings.*

PLOT PLAN: An instrument survey or tape location map must accompany the application, showing as follows:

- Outline of the property.
- Location of all buildings or structures.
- Where the proposed structure will be constructed.
- Distances from the building to the front, rear, and side lot lines.

INSPECTIONS: Inspections are required during the building process; at least **24 HOURS NOTICE** is necessary to schedule the required inspection. Items not previously inspected shall be uncovered or exposed for the Inspector, so be sure to schedule all pertinent inspections. It is **your** responsibility.

- Footings – Before concrete. Call with a pour time.
- Wall – After waterproofing, prior to backfill.
- Rough Plumbing – Underground prior to backfill. System to be filled.
- Rough Framing – After mechanicals and prior to insulation.
- Insulation – Before interior wall surfaces.
- Fireplace – Masonry before first flue tile/insert and before clearances are blocked.
- Final Electric – By agency (*see below*).
- Final – When all work is complete and structure is ready to be used.
- Certificate of Occupancy or Certificate of Completion will be issued.

ELECTRICAL INSPECTIONS: Final electrical inspection certificates are required by the Building Department before a Certificate of Occupancy/Compliance will be issued. The Town of Clarkson recognizes three agencies for final electrical inspections. It is the property owner's responsibility to contact one of the agencies listed to schedule a final inspection:

Middle Department Inspection Agency - (585) 454-5191
Commonwealth Electrical Inspection Services - (585) 624-2380
New York Electrical Inspection Agency - (585) 436-4460

ADDITIONAL INFORMATION: The Building Permit Notice must be posted in a conspicuous place at the construction site so that it is visible from the road.

PLEASE NOTE: All of the above information is required prior to a permit being issued. Payment is due at that time to the "Town of Clarkson" by cash, check or charge.

Form CE-200 – Instructions

Certificate of Attestation of Exemption

From NYS Workers’ Compensation and/or Disability Benefits Coverage

- Log into: www.wcb.ny.gov
- At bottom of page, under “Forms & Services”, click “Forms”
- In the middle of page (in red), click “List of ALL Common Workers’ Compensation Board Forms”
- Scroll down to CE-200 – Click on CE-200
- Click on “Request for WC/DB Exemption”
- Click on “Apply Online as Homeowner”

If you’re a New User, click on “Register with NY.gov” to set up an account. Follow prompts/instructions.

If you’re a Returning User, log in with your NY.gov account information.

- In the middle of the page, under “Top Requests”, click “Certificate of Attestation of Exemption (CE-200)”
- Click on “Apply Online as Homeowner”
- New or Existing Business - Click on “Start Application”

Business Profile

- Introduction - Click on “Get Started”
- Entity Type – Select Individual – Click “Continue”
- Business Identification – Fill in information – Click “Save & Continue”
- Business/Homeowner Address – Click “Next”
- Business Physical Address – Complete address information – Click “Validate Address” – Click “Save & Continue”
- Additional Physical Locations – Answer Yes/No question – Click “Save & Continue”
- Mailing Addresses – Answer Yes/No question – Click “Save & Continue”
- Contact Information – Complete information – Click “Save & Continue”
- Industry Classification - NAICS Code Selection – Homeowners enter “814110 Private Households” in “Search for NAICS” box – Click “Save & Continue”
- Owner/Business Principal – Click “Next”
- Sole Proprietor/Owner Information – Complete required information – Click “Validate Address” – Click “Save & Continue”

Form CE-200 – Instructions

Certificate of Attestation of Exemption

From NYS Workers’ Compensation and/or Disability Benefits Coverage

Application

- Workers’ Compensation/Disability and Paid Family Leave Benefits – Click “Next”
- Answer questions – Click “Save & Continue”
- Permit/License/Contract Information
Applying for: select “Building Permit” from the dropdown list
Issuing Government Agency: type in “Town of Clarkson”
Click “Save & Continue”
- Job Site Location Information – Complete required information – Click “Save & Continue”
- Workers’ Compensation Coverage Exemptions – Select appropriate option – Click “Save & Continue”
- Disability and Paid Family Leave Benefits Coverage Exemptions – Select appropriate option – Click “Save & Continue”
- Applicant Personal Information – Complete required information – Click “Save & Continue”
- Summary – Review information – Click “Next”
- Attestation – Click “I agree” – Click “Save & Continue”
- Ready to Submit Application – Click “Submit Application”

Workers' Compensation Forms

Applicant Instructions for Form CE-200 – Effective December 1, 2008

Form CE-200 reflects a totally new process for granting exemptions from workers' compensation and disability benefits insurance coverage requirements. Effective December 1, 2008, **exemptions** will no longer be valid for multiple permits, licenses or contracts for which the applicant applied. Further, exemptions no longer have to be notarized; nor do they have to be stamped by the NYS Workers' Compensation Board. (Please note that **government agencies may continue to use insurance and Self-Insurance certificates** for multiple permits, licenses or contracts issued to a specific legal entity during the coverage period listed on insurance/self-insurance related certificates).

Starting December 1, 2008, ONLY applicants eligible for **exemptions** must file a **new CE-200** for **each** and **every** new or renewed permit, license or contract issued by a government agency. Each CE-200 will specifically list the issuing government agency and the specific type of permit, license or contract requested by the applicant. Applicants for building permits will also need to supply additional information including identifying the specific job location and the estimated cost of the project.

Please ensure that the legal entity name on Form CE-200 exactly matches the legal entity name that is applying for the permit, license or contract. Please also ensure that the applicant signs and dates Form CE-200.

Each CE-200 will have a certificate number printed on it. Form CE-200s may be verified on the Board's web site at www.wcb.ny.gov.

The applicant attests under penalty of perjury that the information contained in the CE-200 is accurate – the Board does not initially verify this information. However, Board staff may investigate applicants filing Form CE-200.

Government agencies have the authority to verify that the business is eligible for the workers' compensation and/or disability benefits exemption reason described on the CE-200 and notify the Board's investigative staff if there are discrepancies. For example, if you are applying for a license for a 150 seat

restaurant and indicate on the CE-200 exemption form that you are a sole proprietor with no employees, this may indicate a problem.

To make this process as easy and as efficient as possible for business owners, the vast majority of these forms will be processed electronically on-line. Applicants having access to the internet will be able to fill out the CE-200 on the internet and **immediately** upon completion, **be able to print out a hard copy of the CE-200** that they will then submit to the government agency issuing the permit, license or contract. Computers with internet access will also be available for CE-200 electronic application processing at Customer Service Centers located in Workers' Compensation Board District Offices.

Filling out the electronic Form CE-200 on the internet is very similar to filling out a hotel reservation request on the internet for frequent travelers. The applicant will create a pin and password so that they can easily access their information. Once an applicant enters his/her basic information on the Board's web site, it can be retrieved by that applicant in the future by using that pin number and password when the applicant is applying for another permit, license or contract.

Applicants without access to a computer may obtain a paper application for the CE-200 by writing or visiting the Customer Service Center at any District Office of the Workers' Compensation Board. Applicants using the manual process may wait up to four weeks before receiving a CE-200. Once the applicant receives the CE-200, the applicant can then submit that CE-200 to the government agency from which he/she is getting the permit, license or contract. This delay results from Workers' Compensation Board staff having to manually enter information from the applicant's paper application into the web based application.

Employees of the Workers' Compensation Board cannot assist applicants in answering questions about this form. Please contact an attorney if you have any questions regarding Form CE-200.

However, if you have questions regarding workers' compensation coverage requirements, please call the Bureau of Compliance at (866) 546-9322.