



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 (or contractor if exempt from Workers' Compensation) 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.

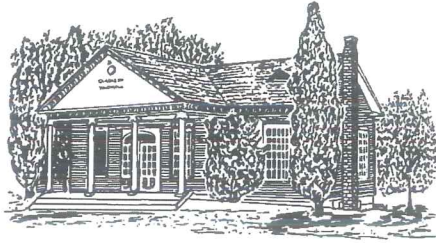
Date

Owner Signature

Date

Building Department Signature

Rev. 6/12/18



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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.



Certificate of Exemption

Instructions for obtaining and filing a Certificate 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**.
2. Select **Log-in/Register** in the top right hand corner.
3. If you do not have an NY.gov account, go to **step 4** to set up your account.
If you have an 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 an 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 an NY.gov Individual account, select **Continue**.
 - If the account(s) shown is an 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.
12. Select **Continue**.
13. Create a password (must contain at least eight characters).
14. Select **Set Password**.
 - You have successfully activated your NY.gov ID.
15. Select **Go to MyNy**.
 - At the top of the screen select **Services**.
 - Select **Business**.
 - Select **New York Business Express**.
 - Select **Login/Register**.
16. On the New York Business Express Home Page:
 - Scroll down to Top Requests and select **Certificate of Attestation, or**
 - Search Index A-Z for **CE-200**.
17. Select **How to Apply**:
 - Select **Apply as a Business, or**
 - Select **Apply as a Homeowner** (applies to those obtaining permits to work on their residence).
18. Complete application screens.
19. Review Application Summary.
20. Attest and submit.

You will receive an email when your application has been Issued/Approved.

To view your certificate:

- Click **Access Recent Activity** from your email, or
- Access **businessexpress.ny.gov**, and then access your **Dashboard** (under your Log-In name on right).

Print and sign the **Exemption Certificate**.

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