

# BUILDING AND ZONING PERMIT APPLICATION

## VILLAGE OF CELORON

21 Boulevard Avenue, P.O. Box 577, Celoron, NY 14720  
Phone (716) 487-4175 Fax (716) 664-6693  
Email: codes@celoronny.org

### Official Use Only

Permit No. \_\_\_\_\_

Expires: \_\_\_\_\_

Zoning District: \_\_\_\_\_

### PLEASE COMPLETE ALL REQUIRED INFORMATION

*(Incomplete applications cannot be processed)*

### PROJECT LOCATION:

Street Address: \_\_\_\_\_

Tax Map No: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

### APPLICANT INFORMATION:

**APPLICANT:** \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cell: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**OWNER:** \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cell: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**PRINCIPAL CONTRACTOR:** \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cell: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

### PROJECT DESCRIPTION: *(Please check all that apply to the project – Additional application forms may apply)*

☐ New Construction ☐ Addition ☐ Alteration ☐ Repair/Retrofit ☐ Demolition ☐ Foundation/Shell Only

☐ Single Family Home ☐ Deck ☐ Porch ☐ Garage ☐ Carport ☐ Shed ☐ Storage Building ☐ Pole Barn

☐ Swimming Pool ☐ Hot Tub ☐ Roofing ☐ Electrical ☐ Plumbing ☐ HVAC ☐ Electrical ☐ Solar

☐ Seasonal Use ☐ Other: \_\_\_\_\_

Detailed Description of the Proposed Work: \_\_\_\_\_

Square Footage: \_\_\_\_\_ sq. ft. Length: \_\_\_\_\_ ft. Width: \_\_\_\_\_ ft. Height: \_\_\_\_\_ ft. Stories: \_\_\_\_\_

Fair Market Value of Construction \$ \_\_\_\_\_ Date Work to Start: \_\_\_\_\_ End: \_\_\_\_\_ (est.)

### TYPE OF CONSTRUCTION: *(Please check all that apply to the project)*

☐ Wood Frame ☐ Concrete ☐ Block ☐ Steel ☐ Pole ☐ Manufactured (HUD) ☐ Modular

## REQUIRED SITE PLAN DRAWING

This page shall be used for the drawing of a plot plan for all major construction and additions and in such other cases as the Code Enforcement Officer deems necessary.

The plot plan shall show the location and size of the lot, locations and sizes of buildings and structures upon the premises (both existing and proposed) and their distance to adjoining properties, public streets and any buildings within 10 feet of the boundary line.

Locate and label clearly and distinctly all building and structures, show widths and depths of all yards, show names of all streets and indicate north with an arrow.

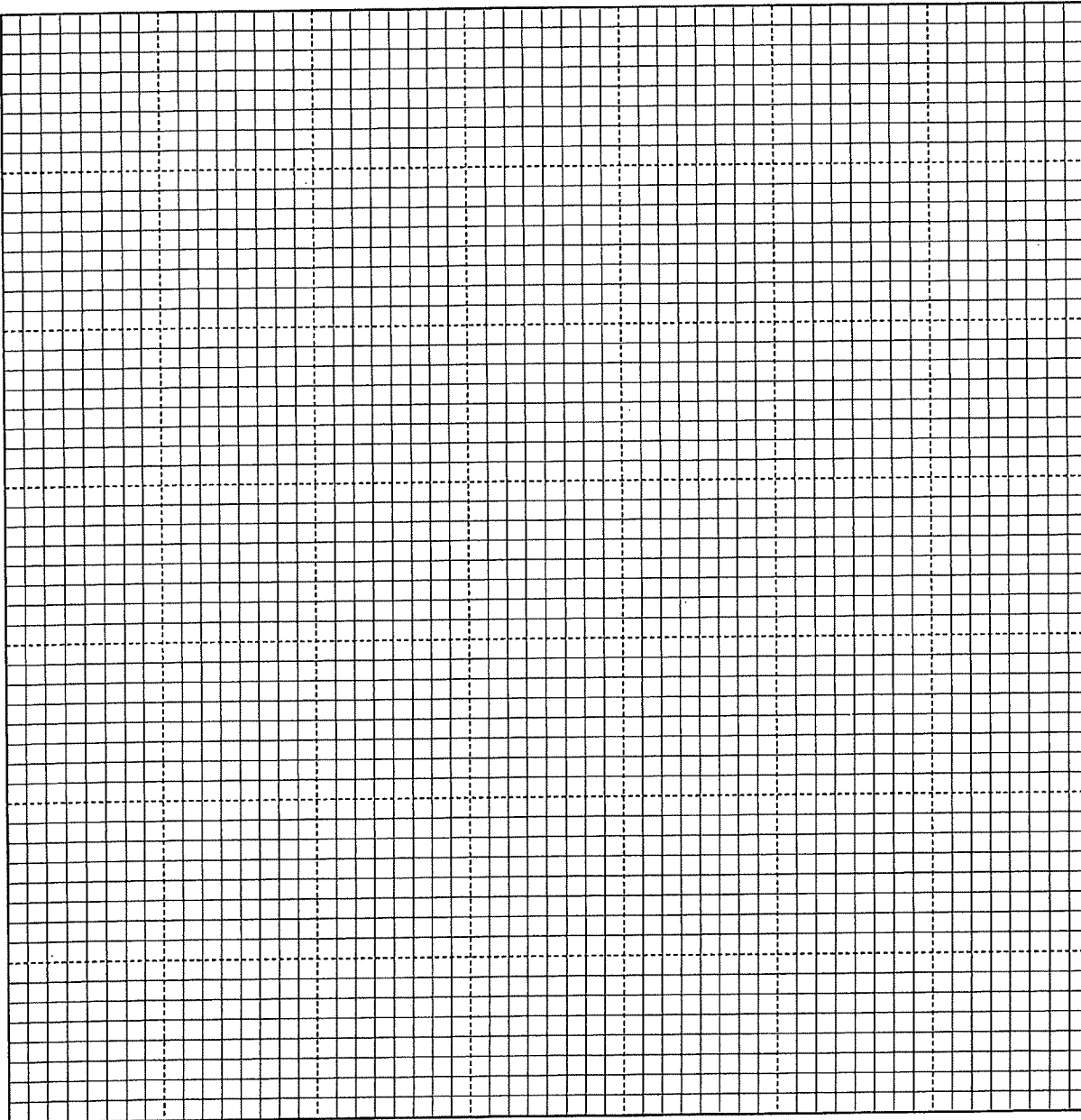
**SHOW DISTANCE FROM PROPOSED BUILDING TO SIDE, FRONT AND REAR LOT LINES**

**SHOW DISTANCE BETWEEN ANY BUILDINGS** *(Use additional sheet if necessary.)*

Rear width of lot: \_\_\_\_\_ ft.

Left side depth of lot: \_\_\_\_\_ ft.

Right side depth of lot: \_\_\_\_\_ ft.



Front width of lot: \_\_\_\_\_ ft.

**STREET**

## SIGNATURE OF PROPERTY OWNER:

Application is hereby made to the Village of Celoron for the issuance of a Building Permit. The undersigned has submitted a completed application, plans, specifications, a site plan drawing, and proof of insurance coverage which are hereto attached, incorporated into, and made a part of this application.

In consideration of the granting of the permit hereby petitioned for, the undersigned hereby agrees that if such permit is granted, he/she will comply with the terms pursuant to the Village of Celoron Zoning Law and the New York State Uniform Fire Prevention and Building Code and Standards for the construction of new buildings, additions, alterations, change of occupancy, removal or demolition.

He/she will preserve the established building line and have full notification to the Code Enforcement Officer upon start of construction, allow for periodic inspections, and that he/she will not use or permit to be used the structure covered by this permit until all inspections have been performed, building is completely finished, and a Certificate of Occupancy/Compliance has been issued. He/she understands that any work not inspected will be subject to uncovering so all proper inspections may be performed. The undersigned hereby certifies that all of the information in this petition is correct and true.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
(if different than owner)

## PERMIT CONDITIONS:

1. The building permit placard **MUST** be displayed 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 plans must also be kept on the premises at all times and must be 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. Inspections are required upon completion of the following work. In general, most building elements must be inspected before it is covered. **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**
  - 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. Insulation before installation of wall coverings
  - g. Final Inspection when all required work is completed
4. No building shall be occupied or used in whole or in part for any purpose whatever until a final inspection is performed and a Certificate of Occupancy/Compliance shall have been granted by the Code Enforcement Officer.
5. Call **DIG SAFELY NEW YORK TWO FULL WORKING DAYS** before you dig. Call 811 or (800) 962-7962.
6. All electrical work must be inspected by a specialized electrical inspector approved by this office.
7. The work covered by this application shall not be started prior to the issuance of the building permit.

### *OFFICIAL USE ONLY*

Permit No. \_\_\_\_\_ Date Received \_\_\_\_\_  
Zoning District \_\_\_\_\_ ZBA Approval \_\_\_\_\_ Planning Approval \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_ Expires \_\_\_\_\_ Certificate of Occupancy \_\_\_\_\_  
Code Enforcement Officer \_\_\_\_\_  
**FEES:** Permit \$ \_\_\_\_\_ Certificate of Compliance/Occupancy \$25.00 TOTAL DUE: \_\_\_\_\_

# ONE OR TWO FAMILY HOME OR COMMERCIAL BUILDING PERMIT APPLICATION PROCEDURES

1. Complete General Information sheet of Building Permit Application.
2. Complete site plan noting all set-backs. These must comply with local zoning regulations. If zoning district is not known, contact building/zoning officer.
3. All permits must have either Workers' Compensation Insurance, or a form CE-200 must be filled out online, from the New York State Workers' Compensation Board website. Go to [businessexpress.ny.gov](http://businessexpress.ny.gov). This paperwork is good for one project only.
4. Accord forms are not accepted for insurance documents for contractors. A C-105.2 or U-26.3 is required. Proof of disability insurance must also be provided.
5. A copy of your survey is required for new construction. You must know where your survey pins are and be able to verify where your property lines are.
6. Two sets of plans for proposed construction and landscaping (commercial) must be submitted. Plans are to be drawn by a design professional. Stamped plans are required for all commercial building and for residential construction over 1500 sq. ft. Single and double wide manufactured homes will have HUD paperwork. Modular and other purchased plans must be New York State plans. Additions require plans drawn to scale. They may not have to be done by a design professional. Contact the Code Enforcement Office for span tables, etc.
7. HUD housing requires a NYS Certified Installer.
8. If new construction, arrangements need to be made for apron for driveway, electric service, water and sewer hookup. Please contact the appropriate agencies.

**Please submit all paperwork four weeks prior to start of construction. If a variance is required, it may take longer to obtain a permit.**

Contact the Code Enforcement office at 487-4175 with any questions you may have.

**Building/Zoning Office 716-487-4175**  
**Cell-716-499-7190**

**Call for Inspections**

**Inspections required:**

**Ins. Date**

**Footer before pouring**\_\_\_\_\_

**After pouring**\_\_\_\_\_

**Foundation Walls**\_\_\_\_\_

**After stripped**\_\_\_\_\_

**Framing**\_\_\_\_\_

**Electrical Rough-in (3<sup>rd</sup> party inspection)**

**Plumbing**\_\_\_\_\_

**Insulation**\_\_\_\_\_

**Stairs/decks**\_\_\_\_\_

**Final Electrical (third party inspection)**

**Final**  
**Inspection**\_\_\_\_\_

**CO issued-**\_\_\_\_\_

# Certificate of Exemption



**Workers'  
Compensation  
Board**

## 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](https://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](https://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.