

APPLICATION FOR DEMOLITION PERMIT

TOWN OF CHARLOTTE

8 Lester Street, P.O. Box 482, Sinclairville, NY 14782
Phone: (716) 962-6047 Fax: (716) 962-2147

PLEASE COMPLETE ALL REQUIRED INFORMATION.
(Incomplete applications cannot be processed)

PROJECT LOCATION:

Street Address: _____

Tax Map No.: Section _____ Block _____ Lot _____

Official Use Only
Permit No. _____
Expires: _____

APPLICANT INFORMATION:

APPLICANT: _____ Phone: _____

Mailing Address: _____ Cell: _____

City: _____ State: _____ Zip: _____ Email: _____

OWNER: _____ Phone: _____

Mailing Address: _____ Cell: _____

City: _____ State: _____ Zip: _____ Email: _____

DEMOLITION 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)*

- Residential Commercial Industrial Agricultural Dwelling Accessory Structure
- Type of Construction: Wood Frame Steel Poured Concrete Block Pole Manufactured (HUD)
- Foundation: Basement Crawlspace Slab Piers Pole

Current Use of Structure to be Demolished: _____

Detailed Description of the Proposed Work: _____

Square Footage: _____ sq. ft. Length: _____ ft. Width: _____ ft. Height: _____ ft. Stories: _____

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

Method of Disposal: _____ Asbestos Mitigation Documentation Required

REQUIRED SITE PLAN DRAWING

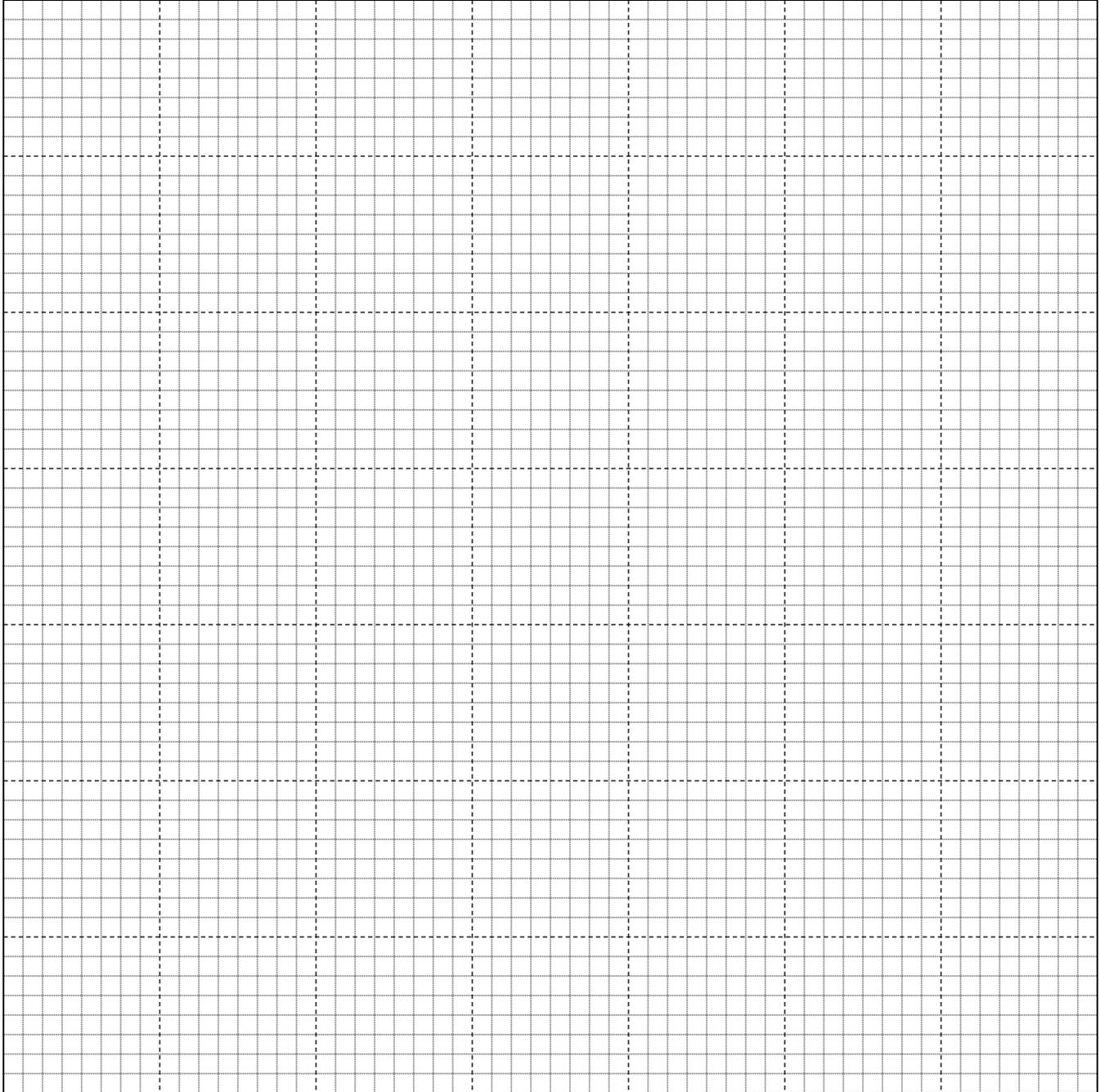
This page shall be used for the drawing of a plot plan showing all structures being demolished. The plot plan shall show the location and size of the lot, locations and sizes of buildings and structures upon the premises (both existing and those being demolished or removed) and their relationship to 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 ANY 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

PERMIT CONDITIONS:

- The building permit placard **MUST** be displayed in a conspicuous location on the building site until demolition has been completed.
- All demolition activities must be in compliance with all New York State Department of Environmental Conservation and Department of Labor regulations where applicable.
- All demolition materials must be removed from the site and properly disposed of in an approved landfill.
- Demolition area to appropriately secured.
- All utilities must be properly disconnected prior to demolition.
- Foundation to be removed to a minimum of one (1) foot below grade.
- Site must be filled and graded to the adjacent grade to the satisfaction of the Town of Charlotte.
- Any deviation from the original approved plans shall require submittal of new drawings showings all proposed changes and approval by the Code Enforcement Officer.
- Call **DIG SAFELY NEW YORK** at 811 **TWO FULL WORKING DAYS** before you dig.
- The work covered by this application may not begin prior to the issuance of the demolition permit.
- A final inspection is required at the completion of the demolition project to ensure the site has been properly closed and materials removed pursuant to the applicable portions of the Building Code.

AFFIDAVIT:

Application is hereby made to the Town of Charlotte for the issuance of a Demolition Permit. The undersigned has submitted a completed application, plans, specifications, a site plan drawing, and applicable proof of insurance documents 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 Town of Charlotte Zoning Law, the New York State Uniform Fire Prevention and Building Code, Department of Labor Code Rule 56, NY Department of Environmental Conservation and all other laws or regulations pertaining to the proposed demolition work. By the granting of this permit, the Town of Charlotte does not authorize or condone any work that will violate or cancel the provisions of any other state or local law.

Owner's Signature: _____ Date: _____

Applicant's Signature: _____ Date _____

OFFICIAL USE ONLY

Received: _____ Fee: \$ _____ Cash: _____ Check No.: _____ Permit No.: _____

Zoning District: _____ ZBA Approval: _____ Planning Approval: _____

Approved: _____ Denied: _____ Expires: _____ Certificate of Compliance: _____

Code Enforcement Officer: _____

Proof of Insurance Requirements

For all Demolition Projects that Require a Permit



The New York State Department of Labor requires that Municipalities verify that all projects requiring a permit submit **proof of valid Workers' Compensation AND Disability Insurance, or a Certificate of Attestation of Exemption or an Affidavit of Exemption**. The Town of Charlotte is not legally permitted to issue a building permit without proof of compliance with Section 57 of New York State Worker's Compensation Law.

Acceptable proof of insurance or exemption includes:

- 1. Certificate of Workers' Compensation Insurance (CE-200, C-105.2, U-26.3 or SI-12) AND Certificate of Disability Benefits Compensation Insurance (CE-200, DB-120.1 or DB-155)**
 - The Town of Charlotte must be listed as the Certificate Holder on all Workers' Compensation and Disability Certificates.
 - **New Certificates MUST be presented for EACH project requiring a permit.**
 - ACORD forms **DO NOT** meet the Workers Compensation and Disability Benefits Insurance requirements and they **WILL NOT BE ACCEPTED**.

OR

- 2. Certificate of Attestation of Exemption (CE-200)**

There are limited situations where businesses or property owners are exempt from providing workers' compensation and/or disability insurance coverage. The most common situations are:

- The property owner is performing the work; **or**
- A business is owned by one individual with no employees and is not a corporation; **or**
- The business is a partnership under New York laws, and there are no employees; **or**
- The business is a one or two person owned corporation, LLC, or LLP with those individuals owning all of the stock and holding all offices of the corporation and there are NO employees.

This certificate may be completed and printed at www.businessexpress.ny.gov. See attached instructions. Applicants without access to a computer may obtain a paper application by writing or visiting any Workers' Compensation Board district office, or by calling (866) 298-7830.

OR

- 3. Affidavit of Exemption (BP-1)** if the owner of a 1,2,3, or 4 family **owner-occupied residence** is the building permit applicant, and:
 - Will be performing all the work for which the building permit will be issued; **or**
 - Will not be hiring, paying or compensating in any way, the individual(s) that will be performing the work for which the building permit was issued; **or**
 - Has a homeowners insurance policy that is currently in effect and covers the property listed on the building permit application AND they will hiring or paying individuals **a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite)** for which the building permit was issued.

See attached Affidavit of Exemption (BP-1) application form. **This form must be Notarized.**

Liability Insurance.

The Town of Charlotte does not require proof of Liability Insurance coverage. Liability Insurance is not proof of Workers' Compensation and Disability Insurance coverage and it will not be accepted in lieu of Workers Compensation and Disability Benefits Insurance.

Certificate Verification

Please note that this office verifies submitted Certificates with the New York State Workers' Compensation Board to ensure that the coverage is valid. Invalid certificates may result in an application being denied, and/or the certificates forwarded to the New York State Workers' Compensation Board for further investigation.



NOTICE TO BUILDING PERMIT APPLICANTS

An asbestos survey is required for all renovation, remodeling, repair and demolition of all interior and exterior building materials. As per NYS Industrial Code Rule 56, asbestos material must be abated by licensed contractors utilizing certified asbestos handlers, with the exception of owner-occupied single family homes, where the owner may remove the asbestos. However, it is not recommended that the owner remove asbestos. The owner could potentially expose themselves, their family and neighbors to asbestos fibers if correct engineering controls and work methods are not utilized during the abatement.

For further information and updates, please see the NYS website at: www.labor.ny.gov.

BUILDING DEMOLITION/RENOVATION

Industrial Code Rule 56 established work practice, asbestos contractor license, and asbestos worker training and certification requirements that protect the public from cancer causing airborne asbestos fiber that can arise from various construction activities, including the demolition/renovation of a building. One very important aspect of the Code covers requirements that specifically address the potential public health hazards associated with the significant amount of airborne asbestos fiber that can be released during the demolition/renovation of a building that contains asbestos or asbestos-containing materials.

New York State Labor Law (Article 10, Section 241section 241.10) and the Code require a survey of the impacted portion of the building to identify the presence of asbestos prior to advertising for bids or contracting for or commencing work on any demolition/renovation work on a building. **The Code requires that this survey must be sent to the local government unit responsible for issuing the demolition/renovation permit. Note that only copies of the demolition or pre-demolition survey must be sent to the Department of Labor, Asbestos Control Bureau.** Also, prior to commencement of demolition/renovation work, the impacted asbestos identified in the survey must be removed in compliance with the Code.



CONTACT INFORMATION
FOR
ASBESTOS PROJECTS

The Department of Labor regulates asbestos abatement activities in the State through its Asbestos Control Bureau; all contractors must be licensed and all asbestos handlers certified by the Department's Worker Protection Central Processing Unit. Projects must be conducted in accordance with safety standards promulgated by the Commissioner of Labor to avoid potential public health hazards that can result from the improper handling of asbestos or asbestos containing material, a potential carcinogen. A copy and update to Parte 56 of Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York (Cited as 12 NYCRR Part 56), a Guidance Document with frequently asked questions and answers, and variance information may be obtained by going on-line to, http://labor.ny.gov/workerprotection/safetyhealth/DOSH_ASBESTOS.shtm

For more information, call or write the New York State Department of Labor, Division of Safety and Health at one of the following locations:

**ASBESTOS CONTROL BUREAU
DISTRICT OFFICES**

ALBANY

State Office Campus
Building 12, Room 157
Albany, NY 12240
Tel: (518) 457-2072

BUFFALO

65 Court Street
Room 405
Buffalo, NY 14202
Tel: (716) 847-7126

Syracuse

450 South Salina St.
2nd Floor – Room 202
Syracuse, NY 13202
Tel: (315) 479-3215

New York City

75 Varick St.
7th Floor
New York, NY 10013-1917
Tel: (212) 775-3538

**TO SUBMIT:
ASBESTOS PROJECT NOTIFICATION
AND/OR EMERGENCY NOTIFICATION**

Asbestos project notifications may be submitted on-line by licensed asbestos contractors by going to: <http://www.labor.state.ny.us/main/businesses.asp> and click on [Asbestos Notifications](#). Emergency notifications must be approved by calling: (518) 485-9263. After the Emergency notification has been approved, the contractor must complete the on-line notification and pay the notification fee. You may also mail in your paperwork to: NYS Department of Labor, Worker Protection Central Processing Unit, State Office Campus, Building 12, Room 161, Albany, NY 12240, Tel: (518) 485-9263.

Questions about obtaining and/or renewing an Asbestos licenses or any type of Asbestos Certification may also be obtained from the Worker Protection Central Processing Unit.