

# *Village of Evans Mills*

8706 NOBLE STREET, P.O BOX 176

EVANS MILLS NY 13637

315-629-4753

INCORPORATED IN 1922

## **Office of Building Inspection and Code Enforcement**

If the work will be performed by the homeowner, a **Workers' Compensation Waiver** is required. This waiver must be signed and notarized, and serves to protect the homeowner from liability in the event of injury or property damage.

**Please note:** The Village Office does not provide notary services.

All permit fees are based on established schedules, which are available for review at the Village Clerk-Treasurer's Office.

Once an application is approved and all fees have been paid in full, a permit will be issued.

- Permits are valid for **one year**.
- Work must begin within **six months** of permit issuance. If work does not begin within this timeframe, the permit will be canceled, and reapplication (with payment of fees) will be required.

Copies of the Village Zoning Laws and Regulations are available for purchase at the Village Office for **\$5.00 per copy**.

Please complete this packet in full and return it to the Village Office. The Code Enforcement Officer will contact you regarding the status of your permit and the final fee.

- Please note that fees cannot be collected when submitting your application. Once your permit is ready, the Code Enforcement Officer will contact you with the total amount due.
- Payments can be made at the time of pickup. Checks and cash must be deposited in the Village Office drop box after business hours. The Code Enforcement Officer **cannot** accept payments; **all fees must be paid through the Village Clerk-Treasurer's office.**

**\*\*\* ALL PERMIT PACKETS MUST INCLUDE THE REQUIRED DOCUMENTATION BELOW\*\*\***

**Checklist - If Work is Performed by the Homeowner (No Hired Contractors)**

If the **property owner is personally completing all work** (without the use of any hired contractors, subcontractors, family, or friends), a **Workers' Compensation Waiver** is required instead of insurance certificates.

- Village of Evans Mills Permit Application
- Workers' Compensation Waiver (must be signed and notarized)
- **No Certificate of Liability is required**
- Blueprints and Layout of Project

It protects the homeowner from liability in the event of injury or property damage.

**Please Note:** The Village Office does not provide notary services.

**Checklist - If Work is Performed by a Contractor**

If Work is Performed by a Contractor(s)

- Village of Evans Mills Permit Application
- Certificate of Workers' Compensation or Disability Coverage
- Certificate of Liability Insurance
- Blueprints and Project Layout

**If you have more than one contractor, please provide complete contact/insurance information for each contractor.**

**Completed applications and insurance information can be emailed to  
evansmillscde@outlook.com.**

# *Village of Evans Mills Permit Application*

☐ ZONING ☐ BUILDING ☐ OTHER

Property Owner: \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Construction Address:

\_\_\_\_\_

Tax Map #: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

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

**The purpose for which Permit Applied For:**

☐ New Construction ☐ Addition ☐ Alteration ☐ Change of Use ☐ Home Occupation

☐ Other \_\_\_\_\_

Cost of Project \$ \_\_\_\_\_

**Proposed Activity will be used for the following:**

☐ Residence ☐ Commercial ☐ Business ☐ Industrial ☐ Other \_\_\_\_\_

Intended Use: \_\_\_\_\_

Size of Lot Road Frontage \_\_\_\_\_ Total Area \_\_\_\_\_ (sq. ft.)

Acres: \_\_\_\_\_ Size of Building \_\_\_\_\_ Stories \_\_\_\_\_

Total Floor Area \_\_\_\_\_ (sq. ft)

**Contractor(s):**

Project Contractor \_\_\_\_\_ Phone # \_\_\_\_\_

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

Project Contractor \_\_\_\_\_ Phone # \_\_\_\_\_

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

As a contractor, I acknowledge that I must provide **valid** Workers' Compensation and Liability Insurance for my permit to be issued.

Yes or **No (PERMIT WILL NOT BE ISSUED)** (Circle One)

I, \_\_\_\_\_, do hereby affirm that the above information is true and accurate to the best of my knowledge and agree to abide by the regulations of the Zoning Ordinance, New York State Uniform Fire and Building Codes, Health Codes, and other applicable village ordinances. Before any excavation, I will call DIG SAFELY at 1-800-962-7962.

**Signature of Applicant:**

\_\_\_\_\_ Date \_\_\_\_\_

**Signature of Home Owner (If applicable):**

\_\_\_\_\_ Date \_\_\_\_\_

**Code Enforcement Contact:** Michael Doxtater – evansmillscode@outlook.com – 315-629-4753 ext. 3

**OFFICE USE ONLY-----**

____ Zoning Permit	Fees \$ _____	Permit Number _____
____ Building Permit	Fees \$ _____	Receipt Number _____
____ Other Plans	Fees \$ _____	Total Fees \$ _____

Workers Comp Certificate Provided ( ) YES ( ) NO

**Permit Granted By:** \_\_\_\_\_**Date:** \_\_\_\_\_**Payment Info:** Cash Card Check Money Order**Check/Order #:** \_\_\_\_\_ **Date Paid:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

**VILLAGE OF EVANS MILLS**

**BLUEPRINT OR LAYOUT DESIGN OF PROJECT**

**PLEASE PROVIDE LOT LINES AND DISTANCES IN BETWEEN THE PROPOSED  
STRUCTURE OR ATTACH PLANS**

## A. ALL APPLICATIONS

**CONSULTANT'S FEES** (engineers, attorneys, planners, etc.) All costs related to consultant review incurred by the village about any application shall be paid in full by the applicant before final action. (Ex. Zone change, site plan approval, subdivision approval, issuance of floodplain permit, building permit, or certificate of occupancy)

**INSPECTION FEES-** Whenever the village performs inspections about projects requiring approvals, the cost of inspection, whether performed by consultants or village employees incurred by the village shall be paid in full by the applicant before issuance of any permit or certificate of occupancy.

## B. VILLAGE BOARD

- Zone Change Petition \$250.00

## C. PLANNING BOARD

### Site Plan Application

- Minor – Under \$10,000 \$150.00
- Major – Over \$10,000 \$250.00

### Subdivision

- Application \$25.00 per lot
- Recreation Fee \$135.00 per lot

### Special Permit

\$150.00

## D. ZONING BOARD OF APPEALS

- Area Variance \$50.00
- Use Variance \$150.00

## E. OTHER

- Flood Plain Permit \$25.00
- Village Employee Time \$75.00
- Zoning Permit \$25.00+
- Copy of Zoning Law \$5.00
- Copy of Subdivision Control Law \$5.00

# **VILLAGE OF EVANS MILLS PERMIT FEE**

## **SCHEDULE**

### **BUILDING PERMITS**

Minimum Charge for Residential	\$25.00
Residential Stick-Built Home	\$.15 PSF LIVING
Modular Home	\$.15 PSF
Mobile Home (Single or Double)	\$.15 PSF
Garages And Accessories Structures	\$.15 PSF
Residential Additions	\$.15 PSF
Roofing	\$30.00
Above Ground Pool	\$25.00
Inground Pool	\$45.00
Home Occupation Name Plate Signs	\$15.00
Hot Water Heater or Boilers	\$15.00
Electrical	\$30.00
Furnaces	\$15.00
Minimum Charge Commercial	
\$100.00	
Commercial Warehouse No Business Offices	\$.15 PSF
Commercial Warehouse with Business Offices	\$.15 PSF
Commercial Retail	\$.15 PSF
Commercial Conversion Alteration Remodeling	\$.15 PSF
Commercial Signs Minimum Charge	\$50.00
Commercial Signs Freestanding/ On Building/ Projecting	\$2.50 Psf
Printed	
Portable Signs (90-Day Permits)	\$45.00
<b><u>SEPTIC SYSTEM PERMIT</u></b>	
Percolation Test Witnessing/Inspection Before Covering	\$45.00
<b><u>CERTIFICATES OF OCCUPANCY</u></b>	
Temporary (good for 90 days)	
\$25.00+	
Final	NO CHARGE

### **DEMOLITION PERMIT**

	\$. 05 PSF
Minimum Fee	\$25.00

**Building permits are valid for one year from the date of issuance. A fee equal to 50% of the current permit fees will be charged before the reinsurance of the expired permit. All activities started without securing a proper permit may be subject to a \$50 fine or whatever charge the courts may determine as a penalty.**

# Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

***\*\*This form cannot be used to waive the workers' compensation rights or obligations of any party.\*\****

**Under penalty of perjury**, I certify that I am the owner of the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- ☐ I am performing all the work for which the building permit was issued.
- ☐ I am 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 me perform such work.
- ☐ I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am 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.

I also agree to 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 if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a CE-200 exemption form; 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 that I am applying for, 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 if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

\_\_\_\_\_  
(Signature of Homeowner)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Homeowner's Name Printed)

Home Telephone Number \_\_\_\_\_

Property Address that requires the building permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<p><b><i>Sworn to before me this _____ day of _____, _____.</i></b></p> <p><b><i>(County Clerk or Notary Public)</i></b></p>
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Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.



**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),
- ◆ self-insured (SI-12), or
- ◆ are exempt (CE-200),

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 (12/08).

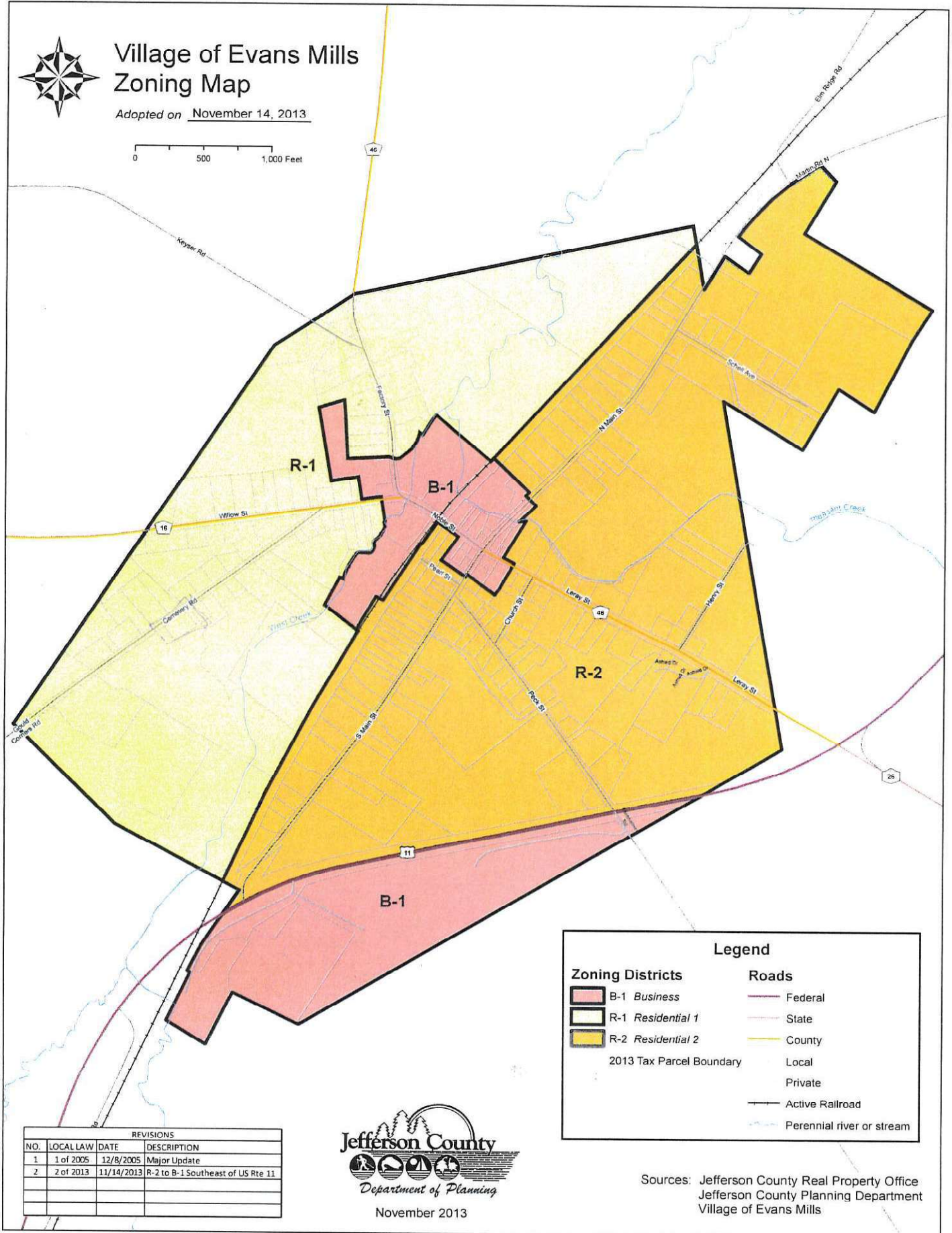
- ◆ Form BP-1 shall be filed if the homeowner of a **1, 2, 3 or 4 Family, Owner-occupied Residence** is listed as the general contractor on the building permit, and the homeowner:
  - ◇ is performing all the work for which the building permit was issued him/herself,
  - ◇ is not hiring, paying or compensating 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(12/08), 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 (the C-105.2 or U-26.3 form), 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.



# Village of Evans Mills Zoning Map

Adopted on November 14, 2013

0 500 1,000 Feet



REVISIONS				
NO.	LOCAL LAW	DATE	DESCRIPTION	
1	1 of 2005	12/8/2005	Major Update	
2	2 of 2013	11/14/2013	R-2 to B-1 Southeast of US Rte 11	

**Zoning Districts**

- B-1 Business
- R-1 Residential 1
- R-2 Residential 2
- 2013 Tax Parcel Boundary

**Roads**

- Federal
- State
- County
- Local
- Private
- Active Railroad
- Perennial river or stream