

TOWN OF GROTON APPLIANCE INSTALLATION APPLICATION

Rick Fritz, Code Enforcement Officer - 607-898-4428 / 607-591-9898 / code@grotontown.com

No work shall begin until a permit has been issued.

Documents you will need to supply:

- ☐ **Application Form & Fee-** to Groton Town Clerk at 101 Conger Blvd. (Po Box 36) Groton, NY 13073
- ☐ **Appliance installation specifications** (usually found in the manual with the product)
- ☐ For heating and cooling appliance changes provide a "**Manual J**" (for information go to <https://www.americanstandardair.com/resources/glossary/load-calculation/>)
- ☐ If you have a contractor, proof of **Workers Compensation or a signed CE-200 Exemption form.**
- ☐ **Owner must sign this form, or a letter with their signature giving the contractor permission to sign.**

Owner Name	E-mail	Date
Mailing Address		Phone
Project Address	Tax Map #	Flood Zone (yes/no)
Description Of Work		Project Cost
Contractor Name & Phone Email	Contractor Name & Phone	

PROJECT COMPLETION PROCESS

1. Upon the approval of a completed application (which is the fee & all necessary documents), a Permit will be issued and mailed to the owner/occupant. Construction can begin with permit prominently displayed. The Permit is good for 6 Months.
2. Inspections: Applicant/owner/contractor shall schedule a final inspection upon completed installation to manufacturer specifications as well as any third party inspections such as electrical.
3. When all inspections are completed and certificates provided, a Certificate of Completion will be issued.
4. **NO SIGNIFICANT USE OF THE APPLIANCE IS ALLOWED UNTIL THE CERTIFICATE IS ISSUED!!!**

I hereby affirm under penalty of perjury that all information provided in this application is complete, correct, and contains no misleading statements. I understand that any false or inaccurate information contained in the application or attachments; any construction changes made after the issuance of a building permit; or failure to schedule required inspections, may invalidate all permits issued under this application, and that I may be required to remove any buildings, structures, or other construction started or completed as a result. I certify that I have read and understand the permit process and all requirements.

I hereby license, permit and give privilege to the Town of Groton, or a designee, to enter the premises or land to conduct any onsite inspections. Such license or privilege is revoked once the Certificate of Completion is issued. I understand and agree that the appliance shall not be used in part or in whole for any purpose, until first obtaining the Certificate of Completion.

Owner(s) Signature: _____ Date: _____

<input type="checkbox"/> APPROVED _____ Date _____ Comment: _____ Signed _____ Code Enforcement Officer	<input type="checkbox"/> DENIED _____ Date _____ Reason: _____ Signed _____ Code Enforcement Officer VARIANCE <input type="checkbox"/> GRANTED _____ Date _____ <input type="checkbox"/> DENIED _____ Date _____	Date Received _____ Permit Fee _____ Receipt # _____ Activation Date _____ PERMIT # _____
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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.
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.

LIST OF REQUIRED INSPECTIONS – Permit # _____

The undersigned is hereby notified and understands that, a Certificate of Occupancy or a Certificate of Completion will only be issued on the condition that all NY State building code or local Town of Groton code specified inspections have been made and are approved. The following is a list which may include, but is not exclusive of the inspections that are required.

- ___ **SWPPP: Stormwater-Management Plan & Notice**
- ___ **Septic permit and Final Inspect, by Tompkins County Health Department**
- ___ **Footings and Piers:** rod in place, prior to concrete pour
- ___ **Foundation:** walls tarred, footer drains and stone before backfilling.
- ___ **Frostwall:** 42" minimum depth, building size, setbacks, rod in place, prior to pour.
- ___ **Slab:** size, thickness, vapor barrier placed, setbacks, rod/mesh in place *Inform if fiber used
- ___ **Framing:** according to plan & all exterior penetrations shall be sealed (mandatory)
- ___ **Posts:** treated, 42" depth, spacing, setbacks
- ___ **Pre-cladding:** all penetrations sealed & house wrap or foam board sealed & taped
- ___ **Roofing:** ice and water shield
- ___ **Rough Plumbing BOTH DRAIN & WATER LINES** (ask for test requirements)-
Materials used, venting, pipe support, structural integrity.
- ___ **Below grade plumbing:** cast or PVC, must be sleeved, bedding material.
- ___ **Pre-Fab Chimney:** zero clearance fireplace—installed to manufactures specifications
- ___ **Masonry Chimney/Fireplace**
 - A) Foundation, materials, depth below grade
 - B) Clean out, outside air, hearth, clearances
 - C) Smoke chamber, firebox, solid masonry, parging
 - D) Final Termination height - 2'-10' rules
- ___ **Woodstove:** fireplace insert, direct connect, installed to manufactures specifications.
- ___ **Insulation:** before any sheetrock /completely open & viewable / shall not be
Compressed
- ___ **Electric:** rough wire and final inspections by a third-party electrical inspector
- ___ **Pool:** inground framing & electrical prior to concrete, fence enclosure, electric, audible alarm, final electrical by a third-party electrical inspector.
- ___ **Address Identification**
- ___ **Other –**
- ___ **Final –** Project complete.

SCHEDULE INSPECTIONS WHEN YOU ARE POSITIVE A STAGE HAS OR WILL BE REACHED

I have read this entire document, and I am completely aware of all the required inspections and that I am the one who is responsible for notifying the Code Enforcement/Building Official for all required inspections. I am aware of items that shall remain completely open and viewable until inspected and approved. The applicant, all contractors/workers on the project, will contact the code/building office with a minimum of 24 hours prior notice of the required inspection.

Applicant

Applicant Signature

Code Official Signature