

# TOWN OF GROTON BUILDING PERMIT APPLICATION

Building Department - 607-898-4428 / 607-591-9898/ code@grotontown.com

**No Construction 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
- **Plot plan** of the lot with dimensions for new and existing structures, septic and wells.
- **Construction specification** drawings (professional stamped drawings may be required) or **Appliance specifications**.
- **Workers Compensation Certification or a signed CE-200 Exemption** from your contractor. Info for a CE-200 [http://www.wcb.ny.gov/content/ebiz/wc\\_db\\_exemptions/How-to-Obtain-Certificate-of-Exemption.pdf](http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/How-to-Obtain-Certificate-of-Exemption.pdf)
- **Sewage System Construction Permit** issued by the Tompkins County Department of Health, 607-274-6688 55 Brown Rd., Ithaca, NY 14850. Applications are on their web site <https://www.tompkinscountyny.gov/health/eh/owts>

Owner Name	E-mail	Date
Mailing Address		Phone
Project Address	Tax Map #	Flood Zone yes /no
Description of Work (Only 1 project per permit)	Serial Number of Manufactured Home	Cost \$
Building Use :	Total Acreage of lot :	Gross Construction Sq Ft
Check applicable: <input type="checkbox"/> Residential or <input type="checkbox"/> Commercial	Will any part of the building be a place used by the Public? Yes / No	
Will any part of the building be used for human habitation? Yes / No	Will any part of the building be a place of employment where agricultural products are processed, treated or packaged? Yes / No	
Builder / Contractor: Name & Phone		

## PROJECT COMPLETION - OCCUPANCY PROCESS

1. A Permit will be issued upon the review of a completed application which is the fee & all necessary documents. Construction can begin with permit prominently displayed. Permit is good for a one year.
2. Inspections are required- DO NOT COVER or add FILL unless instructed by the code official. Predetermine the stages of completion with your contractor and call or email at least two (2) days prior for an inspection.
3. Install the E911 sign if there is none. The permit will be closed and a Certificate of Occupancy or Completion will be issued after a final inspection. **NO OCCUPANCY OR USE ALLOWED UNTIL PERMIT IS CLOSED!!!**

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 Occupancy or Completion is issued. I understand and agree that no building shall be occupied, used in part or in whole for any purpose, until first obtaining the Certificate of Occupancy or Completion.

Land Owner(s) Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<p>[ ] <b>APPROVED</b> _____ Date</p> <p>Comment: _____</p> <p>Signed _____ Code Enforcement Officer</p>	<p>[ ] <b>DENIED</b> _____ Date</p> <p>Reason: _____</p> <p>Signed _____ Code Enforcement Officer</p> <p><b>VARIANCE</b> [ ] <b>GRANTED</b> _____ Date</p> <p>[ ] <b>DENIED</b> _____ Date</p>	<p>Date Received _____</p> <p>Permit Fee _____</p> <p>Receipt # _____</p> <p>Activation Date _____</p> <p>PERMIT # _____</p>
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# PLOT PLAN

For **Interior work only**  
Check box & skip to Name.

MAP SHOWING THE STRUCTURE IS THE REQUIRED DISTANCE AWAY  
FROM PROPERTY LINES AND OTHER STRUCTURES:

Using a survey map (or draw on the line below as the road) sketch your lot including the following :

- ♣ Property Lines
- ♣ Location/(or proposed) **well & septic** with distances to lot lines.
- ♣ Other structures
- ♣ Location of **new structure**/addition with distances to lot lines.
- ♣ Center of driveway or right-of-ways
- ♣ Location of reflective house number sign

Indicate  
North



NAME OF ROAD OR STREET

Owner Name

Lot Size  
( Acres)

Tax Map #

Amount of Road Frontage

### CERTIFICATION:

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Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

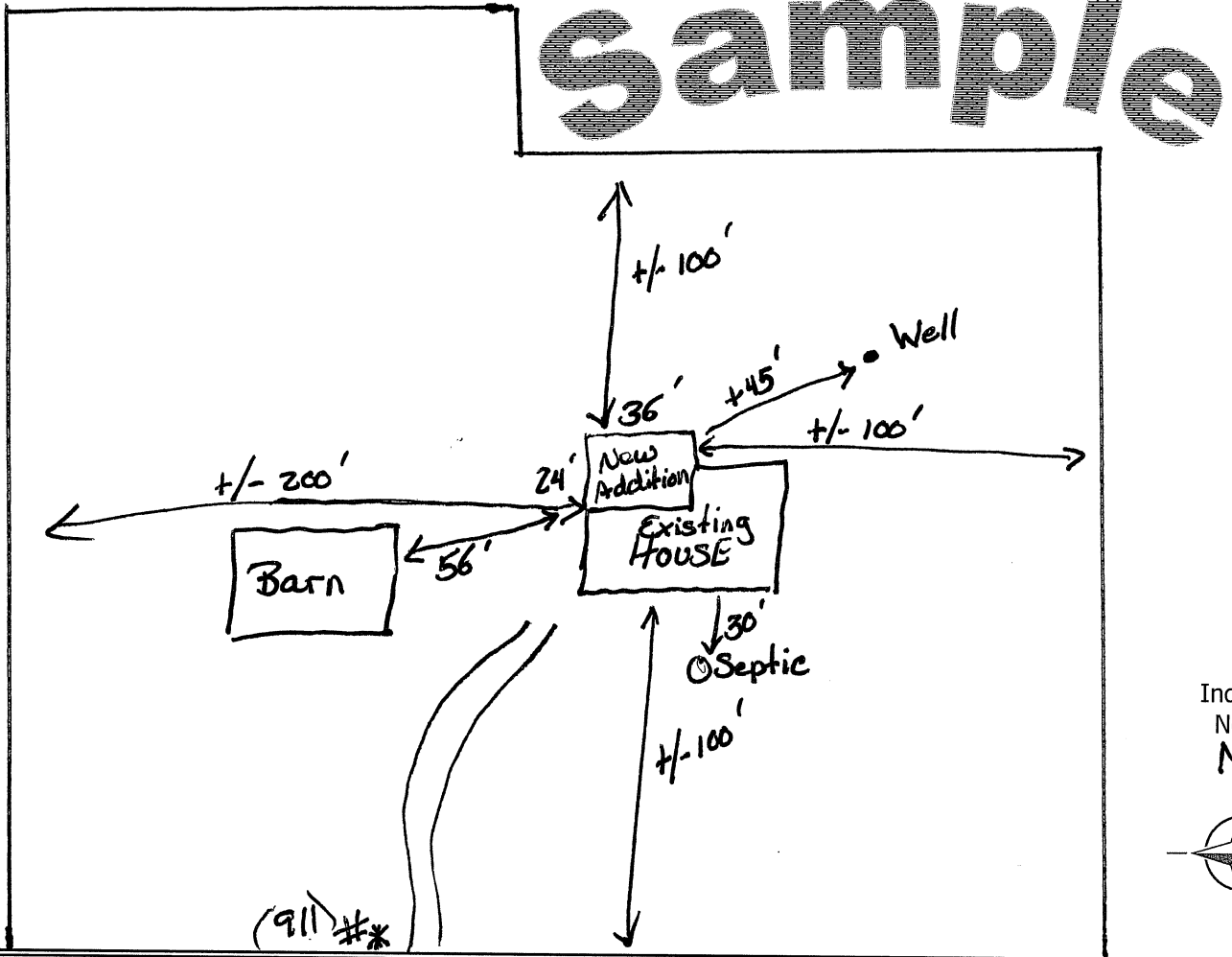
# PLOT PLAN

For *Interior work only*  
Check box & skip to Name.

MAP SHOWING THE STRUCTURE IS THE REQUIRED DISTANCE AWAY FROM PROPERTY LINES AND OTHER STRUCTURES:

Using a survey map (or draw on the line below as the road) sketch your lot including the following :

- ♣ Property Lines
- ♣ Other structures
- ♣ Center of driveway or right-of-ways
- ♣ Location/(or proposed) **well & septic** with distances to lot lines.
- ♣ Location of **new structure/addition** with distances to lot lines.
- ♣ Location of reflective house number sign



NAME OF ROAD OR STREET

OLD STAGE RD.

Owner Name Joe & Jane Doe

Lot Size (Acres) 7

Tax Map # 20.-1-223.1

Amount of Road Frontage 787

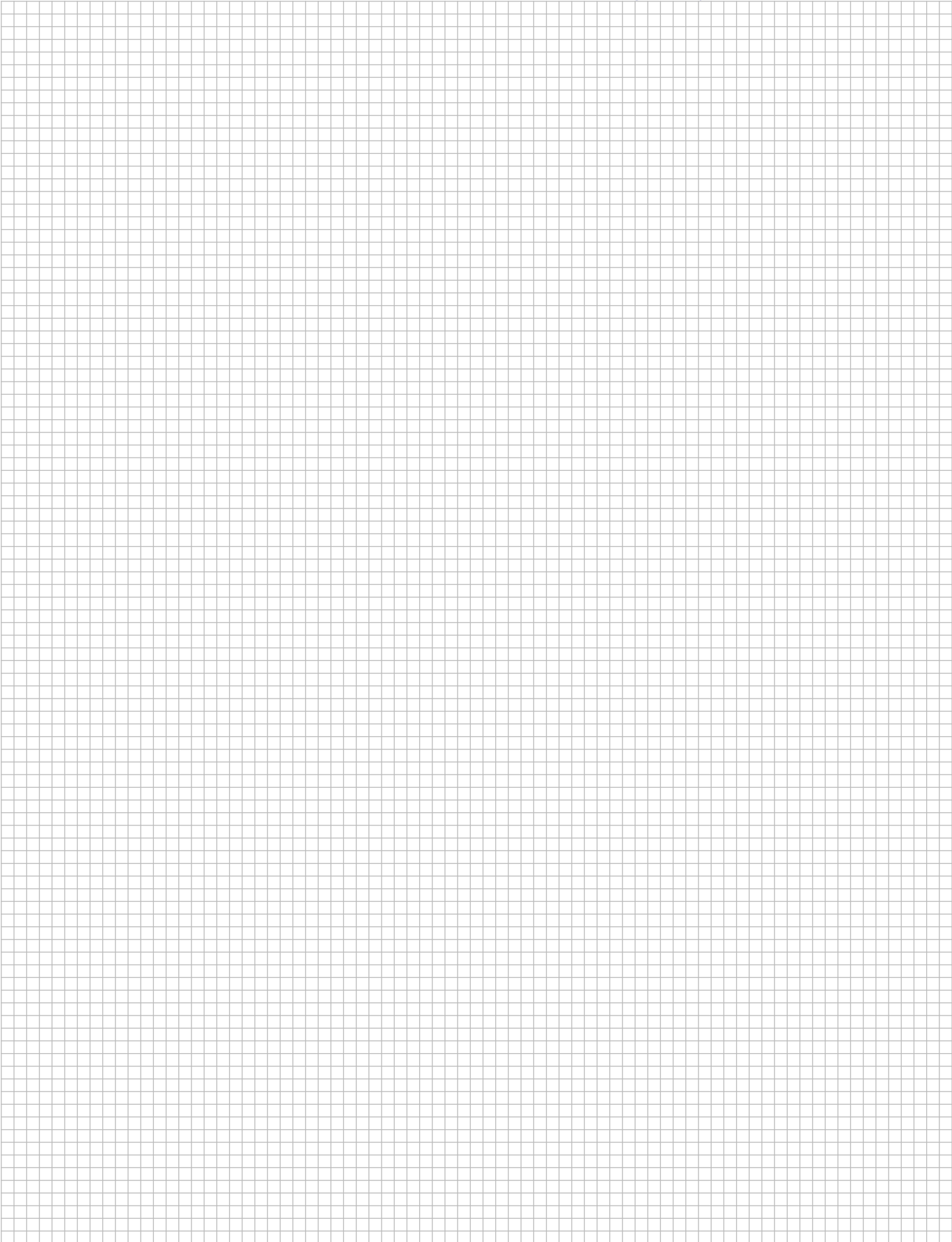
**CERTIFICATION:**

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 authorize the Code Enforcement Officer of the Town of Groton, or a designee, to conduct all onsite inspections. I understand and agree that no building shall be occupied or used in part or in whole for any purpose until obtaining the Certificate of Occupancy or Completion.

Owner(s) Signature: Jane Doe

Date: 1/1/2017

Construction Specifications - Draw here (or provide on a separate sheet) how the structure will be built. In some situations, stamped professional drawings may be required.



# Certificate of Attestation of Exemption



Workers' Compensation Board

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

## You will receive an email when your certificate has been issued.

To view your certificate:

- Select **Access Recent Activity** from your email, **or**
- Access [businessexpress.ny.gov](https://businessexpress.ny.gov), and then access your **Dashboard** (under your login name on right).

Print and **sign** the **Certificate of Attestation of Exemption**.

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

# TOWN OF GROTON INSPECTIONS REQUIRED

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 building code or local 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.

ALL INSPECTIONS REQUIRE **TWO BUSINESS DAY PRIOR NOTICE**

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