



City of Elmira
Inspection Services Department
Phone: (607) 737-5653
<http://www.cityofelmira.net>

101 W. Second St.
Elmira, NY 14901
Fax: (607) 733-5235

Building Permit Checklist

Before a permit can be issued all of the following must be completed. If you have questions, call Inspection Services at (607) 737-5653. A permit can **only** be issued when the paperwork is **FULLY COMPLETE**.

- Check your answers to Questions 9 and 10 on Page 1. If you said Yes, **STOP**. You need to receive approval from the Historic Preservation Commission if the work is exterior. If the work is interior, you do not require approval. For approval, fill out the *Historic Preservation Commission Application*, available from Inspection Services or online at <http://www.cityofelmira.net/permits>.

You cannot submit a Building Permit until you receive approval from the Historic Preservation Commission.

- Check your answer to Question 12 on page 1. If you said Yes, you will need to have your plans approved by the Fire Marshal to ensure Federal Flood Plain Guidelines are followed. Call Inspection Services at (607) 737-5653 for details.
- Check your answer to Question 13 on Page 1. If you said Yes, you will need to complete and return the *Application for an Electrical Permit* before any electrical work is completed. The application is available from Inspection Services or online at <http://www.cityofelmira.net/permits>.
- Check your answer to Question 14 on Page 1. If you said Yes, you will need to complete an *Application for a Plumbing Permit* available from Inspection Services or online at <http://www.cityofelmira.net/permits>.
- Sign and Date the bottom of Page 2.
- The project worksheet on pages 4 and 5 must be completed for each portion of your project (i.e. if you are building a garage with a swimming pool and deck, you must fill out the garage, swimming pool, and deck sections: B, C, and H). If you are building multiple structures under the same category, fill out two separate project worksheets (i.e. if you are building a garage and a shed, both under Section B, complete two project worksheets).

If your project is one of the following, you will need a corresponding Information Sheet.

- | | |
|--------------------------------------|------------------------------|
| ★ New Home or Addition Construction | ★ Swimming Pool Construction |
| ★ Garage, Shed, or Barn Construction | ★ Deck or Porch Construction |

Information Sheets contain the details and sample drawings that are required to issue a Building Permit. They are within this application or available online at <http://www.cityofelmira.net/permits>. Follow all directions carefully and complete the sketches on a separate sheet of paper. **DO NOT USE THE PAGES IN THE INFORMATION SHEETS.** Make sketches as detailed as possible following the models. Draw straight lines and customize your sketches to your project. Do not duplicate the models exactly.

- Proof of Workers' Compensation Insurance and Disability Insurance **OR** proof of exemption from these requirements must be submitted by all parties requesting a Building Permit. Proof can be provided by the following:
1. Individuals living in an owner-occupied residence that is less than 4 families that **are eligible** for an exemption from having to obtain a NYS Workers' Compensation insurance policy, must complete Form BP-1, Affidavit of Exemption... on Page 6 of the Building Permit Application. This form must be notarized.
 2. Contractors or Businesses with Workers' Compensation and Disability Insurance need to furnish a copy of Form C-105.2 (all private insurance carriers) or U-26.3 (State Insurance Fund) for Workers' Compensation Insurance and Form DB-120.1 for Disability Benefits Insurance. Self-Insureds need to furnish a copy of Form SI-12 for Workers' Compensation and Form DB-155 for Disability Benefits. Group Self-insureds need to furnish a copy of Form GSI-105.2 for Workers' Compensation.
 3. (a) Contractors, (b) Businesses, and (c) Property owners (other than those eligible for the BP-1 form listed above) that are legally exempt from Workers' Compensation and/or Disability should complete Workers' Compensation Board Form CE-200 available online at <https://www.businessexpress.ny.gov/>. Complete this form online, print your CE-200, sign and date it, and turn it in to Inspection Services when you apply for your Building Permit. A new form must now be completed for each and every new or renewed permit application.

WORKERS' COMPENSATION REQUIREMENTS UNDER SECTION §57

To comply with coverage provisions of the Workers' Compensation Law, businesses must:

- A) be legally exempt from obtaining workers' compensation insurance coverage; or
- B) obtain such coverage from insurance carriers; or
- C) be a Board-approved self-insured employer or participate in an authorized group self-insurance plan.

To assist State and municipal entities in enforcing Section 57 of the Workers' Compensation Law, businesses requesting permits or seeking to enter into contracts **MUST** provide **ONE** of the following forms to the entity issuing the permit or entering into a contract:

- A) CE-200 – Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage

Form CE-200 can be filled out electronically online at <https://www.busessexpress.ny.gov/> by clicking the WC/DBExemptions icon. Applicants filing electronically are able to print a finished Form CE-200 immediately upon completion of the electronic application. Applicants without access to a computer may obtain a paper application for the CE-200 by writing or visiting the Customer Service Center at any District Office of the Workers' Compensation Board. Applicants using the manual process may wait up to four weeks before receiving a CE-200. Once the applicant receives the CE-200, the applicant can then submit that CE-200 to the government agency from which he/she is getting the permit, license or contract.

OR

- B) C-105.2 – Certificate of Workers' Compensation Insurance (the business' insurance carrier will send this form to the government entity upon request) **PLEASE NOTE:** The State Insurance Fund provides its own version of this form, the U-26.3; **OR**
- C) SI-12 – Certificate of Workers' Compensation Self-Insurance (the business calls the Board's Self Insurance Office at (518) 402-0247), **OR** GSI-105.2 – Certificate of Participation in Workers' Compensation Group Self-Insurance (the business' Group Self Insurance Administrator will send this form to the government entity upon request).

DISABILITY BENEFITS REQUIREMENT UNDER SECTION §220 SUBD 8

To comply with coverage provisions for the Disability Benefits Law, businesses may:

- A) be legally exempt from obtaining disability benefits insurance coverage; or
- B) obtain such coverage from insurance carriers; or
- C) be a Board-approved self-insured employer.

Accordingly, to assist State and municipal entities in enforcing Section 220 Subd. 8 of the Disability Benefits Law, businesses requesting permits or seeking to enter into contracts **MUST** provide **ONE** of the following forms to the entity issuing the permit or entering into a contract:

- A) CE-200 – Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage

Form CE-200 can be filled out electronically online at <https://www.busessexpress.ny.gov/> by clicking the WC/DBExemptions icon. Applicants filing electronically are able to print a finished Form CE-200 immediately upon completion of the electronic application. Applicants without access to a computer may obtain a paper application for the CE-200 by writing or visiting the Customer Service Center at any District Office of the Workers' Compensation Board. Applicants using the manual process may wait up to four weeks before receiving a CE-200. Once the applicant receives the CE-200, the applicant can then submit that CE-200 to the government agency from which he/she is getting the permit, license or contract.

OR

- B) DB-120.1 – Certificate of Disability Benefits Insurance (the business's insurance carrier will send this form to the government entity upon request); **OR**
- C) DB-155 – Certificate of Disability Benefits Self-Insurance (the business calls the Board's Self-Insurance Office at (518) 402-0247).

Have cash, check, or money order available for the permit fee. Make checks payable to "City of Elmira". Fees are listed online at <http://www.cityofelmira.net/permits> or are available from Inspection Services.

Mail or bring in your completed application and payment to:

Elmira Fire Department Inspection Services
101 W. Second Street
Elmira, NY 14901

Do not send cash through mail. Incomplete applications will be returned.