

City of Middletown, NY

APPLICATION FOR BUILDING PERMIT

The undersigned, as _____ hereby
(owner, builder, designer)

applies for a permit to _____ at the property
(alter, add to, build)

located at _____ Middletown, NY, in accordance with
(property address) (sec.- blk- lot)

all municipal ordinances, rules and regulations and in accordance with the accompanying detailed drawings and specifications which are hereby made a part of this application.

Owner's Name

Address _____

Telephone _____

E-mail Address _____

Architect/Engineer

Address _____

Telephone _____

Builder

Address _____

Telephone _____

Licensed Electrician _____ Telephone _____

Licensed Plumber _____ Telephone _____

Architectural Review Board:

- Required & Completed _____
- Not Required (Reason) _____
- Not Required (Outside the BID/Downtown District)

General Description of Proposed Work:

(One or two family dwelling, business, mercantile, industrial, storage, assembly, institutional)

Proposed Use: _____ Construction Type: _____ (per NYS Codes)

Total Cost of Construction \$ _____

Insurance Carriers: (submit on proper forms – *Acord* certificate is not acceptable for WC)

Workers' Compensation _____

Liability _____

Homeowners Insurance _____

Is the property located in a flood plain? Yes No

Signature of Applicant _____ Date _____

Building Inspector _____ Date _____

Revised 7/11/2022

Permit No. _____

MIDDLETOWN

FIRE DEPARTMENT

BUREAU OF FIRE PREVENTION

16 James Street
Middletown, New York 10940
(845) 346-4111
Fax: (845) 343-4014
Cell: (845) 741-6116
E-Mail tadkins@middletown-ny.com

Please take note to the following requirements from the Bureau of Fire Prevention.

1. New or altered fire alarm systems require a separate permit.
2. New or altered fire sprinklers systems require a separate permit.
3. New or altered Commercial Cooking Hoods require a separate permit.
4. Buildings with elevators require a separate annual permit.
5. Residential solid fuel burning appliances. (wood and pellet stoves, etc.) Install permit required.
6. Removal or install of Underground Storage Tanks. Permit required.
7. A **Fire Inspection** is required prior to new businesses opening.
8. Any commercial renovations or additions are required to provide an additional set of plans addressed to the Bureau of Fire Prevention.

These requirements are separate from permits that may be required by the DPW Building Department. All permits can be found online at <https://middletown-ny.com/en/public-safety/fire-prevention.html> . If you have any questions or concerns please feel free to contact this office.



Theron C. Adkins
Fire Inspector



Orange & Rockland
a Con Edison, Inc. company

Orange and Rockland Utilities, Inc.
500 Route 208
Monroe NY 10950-8986
www.orul.com

Gas Compliance Certificate Process
August 30, 2010

- 1) Certificate form will be provided with the O&R application for gas service and will be available from the municipality with their permitting process.
- 2) Plumber and electrician (if CSST present) complete their part of the form and submit to the municipality.
- 3) Municipality performs inspection and, if satisfactory, fills in their portion of the form, signs, and stamps with their seal. The municipality then scans or faxes the form to the appropriate O&R New Construction Services (NCS) office (Spring Valley, Blooming Grove, or Middletown). *No gas meters will be installed without a properly completed compliance certificate.*
- 4) Plumber calls NCS when ready to schedule new meter install.
- 5) **EXCLUDING** meters set for convenience*: NCS issues the install order and forwards the order and compliance certificate to the Gas Department.
- 6) For meters set for convenience, NCS will issue a set meter inactive order to the Gas Department BUT not the compliance certificate. The plumber must then complete his work and follow the compliance certificate process detailed above. After inspection by the municipality, the plumber must call NCS when the meter is ready to be unlocked (referred to as "pulling the pin"). NCS will forward the compliance certificate to the Gas Department at that time.
- 7) If the gas meter install (or pulling the pin) is completed, the Gas Department will indicate such on the last section of the compliance certificate and, on a maximum once per month basis; will scan, fax, or mail the successfully completed forms back to the appropriate municipality.
- 8) If violations are found and the gas meter cannot be set or the pin pulled, the Gas Department will hang a green tag advising the customer of the condition(s) that need correction and will list the O&R phone number to call when corrected. The Gas Department will document on the compliance form the date and reason that the meter was not installed or the pin pulled. Then, no later than the second business day following the failed gas meter install or pin pull, the Gas Department will scan or fax the failed compliance certificate back to the appropriate municipality.
- 9) Upon successful completion of a previously failed meter installation or pin pull, the Gas Department will complete the compliance re-inspection form, and scan, fax, or mail a copy to the appropriate municipality no later than the next monthly submittal of satisfactory installs.

* "Meters set for convenience" are generally larger commercial or industrial meters that do not have a meter bar and are put in place by O&R before the downstream piping is installed by the plumber. The meter is installed locked and the plumber pipes to the outlet of the meter. "Pulling the pin" refers to O&R unlocking a meter previously set for convenience after the piping and appliances have been installed.

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.

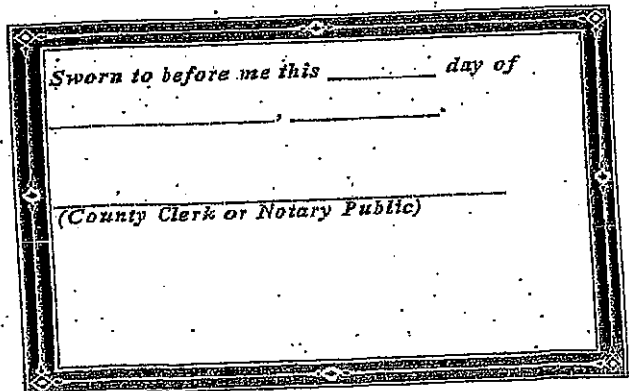
(Signature of Homeowner)

(Date Signed)

(Homeowner's Name Printed)

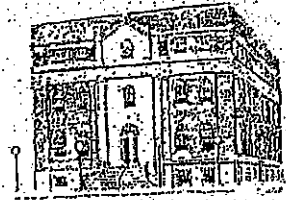
Home Telephone Number _____

Property Address that requires the building permit:



Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.

OFFICE OF THE BUILDING INSPECTOR
CITY OF MIDDLETOWN, NY



Walter C. Welch
Building Inspector
City Hall - 16 James Street
Middletown, NY 10940-1587
Tel. (845) 346-4114
Fax (845) 343-4874

NOTICE TO CONTACTORS WITH NO EMPLOYEES

BE ADVISED THAT BEGINNING DECEMBER 1, 2008 THE NEW YORK STATE WORKERS COMPENSATION BOARD HAS STARTED A NEW PROCEDURE FOR OBTAINING A BUILDING PERMIT WHEN YOU HAVE NO EMPLOYEES AND ARE THEREFORE NOT REQUIRED TO PROVIDE WORKERS COMPENSATION.

THEY HAVE RETIRED THE WC/DB 100

YOU ARE NOW REQUIRED TO PRINT OUT A NEW GE-200 FOR EVERY PERMIT YOU REQUEST FROM ANY MUNICIPALITY.

THEY WILL NO LONGER ACCEPT FAXES. THE PREFERRED METHOD OF OBTAINING THE WAIVER - PER WORKERS COMP. - IS ONLINE AT

[HTTP://WWW.WCB.STATE.NY.US](http://www.wcb.state.ny.us)

THEY WILL MAIL YOU AN APPLICATION AND THEN ENTER THE FORM THEMSELVES BUT THE ADVISE US THAT THIS METHOD WILL TAKE 4 WEEKS TO COMPLETE.

ONCE YOU REGISTER ONLINE GETTING ADDITIONAL CERTIFICATE FOR OTHER PERMITS IS AN EASY ONE STEP LOGIN.

WE ARE SORRY FOR THE INCONVENIENCE HOWEVER THIS IS BEYOND OUR CONTROL.

PLEASE LET US KNOW IF THERE IS ANYWAY WE CAN ASSIST YOU IN THE PROCESS.

WALTER C. WELCH, JR.
BUILDING INSPECTOR