

Village of Ravena  
Building Department  
15 Mountain Rd.  
Ravena, NY 12143  
Phone: (518) 756-8201  
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Joseph J. Burns                      Sante DeBacco  
Building/Fire Inspector          Asst. Building/Fire Inspector

## Shed Permit Application Information

**NOTE: Job is not to be started until permit is picked up and paid for.**

1. **Application:** must be filled out **COMPLETELY** on the computer or in ink. **All applicants must submit a copy of the deed to the parcel.**
2. **Plot Plans:** **FILL OUT IN FULL** and submit with your application. Any changes must show on the plot plan with measurements. Plot plans must show dimensions of the lot drawn to scale, present buildings & proposed buildings. See page 4 of application.
3. **Building Plans:** **FILL OUT IN FULL** and submit with your application. The Shed Drawing Plan can be found on Page 7 of the application. The Materials List can be found on Pages 5-6. Please include all dimensions on the plan and list all materials that will be used. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans.
4. **Utility Easements:** Sheds cannot be placed on any utility easements.
5. Costs for the work described in the Application include the cost of all the construction, and other work done in connection therewith, exclusive of the cost of the land. If final cost shall exceed estimated cost, an additional fee may be required before the issuance of a Certificate of Compliance.
6. **Insurance Requirements:** Contractors – Certificates of Insurance providing proof of Contractor's Liability (ACORD form), Workers Compensation and Disability Benefits coverage, naming the Village of Ravena Certificate Holder, must be on file before any release of permit. ACORD forms are not acceptable proof of NYS Workers' Compensation or Disability benefits coverage. If the permit is for work you are performing yourself on your owner-occupied property you can complete the form found at the end of the application.

Once the application is turned in, an average turn-around time for permit approval is five to seven (5-7) business days, depending on the current workload. Incomplete applications will be returned thus prolonging the review process.

Once the job is started, inspections should be requested **24 hours** in advance. To make appointments call the Village of Ravena Building Department Monday-Friday from 9am-2pm.

**Note:** Inspections by the Building Department are required at the following schedule:

(You must call for inspections.)

1. Footings before pouring concrete.
2. Foundation inspection before backfill.
3. Plumbing, heating, framing, and electrical inspections are to be conducted before any closing in of the framework.
4. Insulation inspection.
5. When all work is completed, final inspection is required by the Building Department. No use of the structure is permitted without a Certificate of Compliance being issued.



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For Building Inspector Use:

Tax Map #: \_\_\_\_\_

Permit #: \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

Insurance Cert:  Liability  Workman's Comp

CE-200 Date \_\_\_\_\_ or  Owner Occupied 439

Permit:  Approved  Denied  ZBA

CO or CC Date: \_\_\_\_\_

**Application for Shed Permit**

**A PERMIT MUST BE OBTAINED BEFORE STARTING WORK  
 RESEDENTIAL PERMIT EXPIRES IN TWELVE (12) MONTHS  
 ALL PERMITS REQUIRE A FINAL INSPECTION**

**Address of proposed work:** \_\_\_\_\_ **Estimated Cost:** \$ \_\_\_\_\_

Owner's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_

(if different than owner:)  
 Applicant's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_

Zoning District: \_\_\_\_\_  
 Lot Size: \_\_\_\_\_ Area: \_\_\_\_\_  
 Existing Building Size: \_\_\_\_\_  
 New Building Size: \_\_\_\_\_

Bldg. Height \_\_\_\_\_ Ft. \_\_\_\_\_ Stories  
 Floor Area \_\_\_\_\_ sq. ft.  
 Cubic Volume \_\_\_\_\_ cu. ft.  
 Name of Compensation or General Liability  
 Carrier & Policy #: \_\_\_\_\_

NOTE: With the issuance of this permit the Building Inspector, his Assistant, or Code Enforcement Officer having jurisdiction under the Codes of The State of New York and The Energy Conservation Construction Code of The State of New York has permission of the owners and or the contractors upon the showing of proper credentials and in the discharge of their duties may enter upon any building, structure or premise covered by this permit at any reasonable hour and no person shall thus interfere with the performance of their duties. All applicable inspections as required by the Building Inspector or his Assistants shall be completed according to the schedule attached at the time of issuance of the permit.

Prior to use of any structure covered under this permit a Certificate of Compliance must be issued by the Building Department.

\_\_\_\_\_  
Signature of Owner, Applicant or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Owner, Applicant or Agent

Please submit the following with your application:

- Copy of Deed
- Plot Plans
- Shed Drawing/Plan
- Description of Materials
- Required Insurance Papers

For Building Inspector use:

This application is hereby  approved  disapproved and permission  granted  refused for the construction, reconstruction or alteration of a building and/or accessory structure as set forth above.

Reason for refusal of permit: \_\_\_\_\_

\_\_\_\_\_

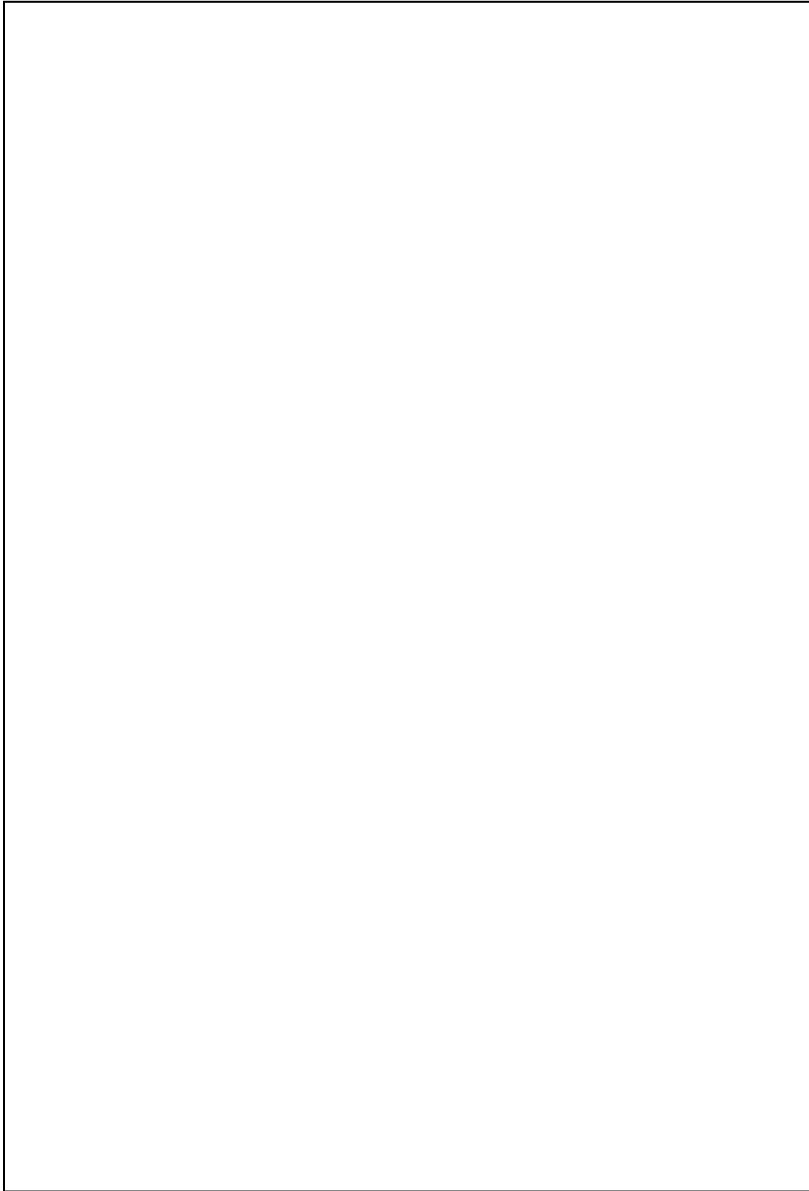
\_\_\_\_\_

Dated \_\_\_\_\_

\_\_\_\_\_  
Building Inspector

## Plot Diagram

Locate clearly and distinctly all buildings whether existing or proposed, and indicate all set back dimensions from property line. Give lot and block numbers or description according to deed, and show all easements and street names and indicate whether interior or corner lot, or supply and approved plot plan showing all the above requirements.



Please show the following on the plot plan:

- Lot Dimensions
- Street Names
- Easements (if applicable)
- House
- Other Structures (e.g., garage, existing shed, pool, etc.)
- Measurements from property line to each structure
- Measurements between shed and nearby structures

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Building Inspector Use Only:

Building Department Review:

\_\_\_\_\_  
Building Inspector Signature

\_\_\_\_\_  
Date

## Description of Materials

Provide all necessary information, write n/a if not applicable.  
Submit with corresponding plans and application for building permit.

**Address of proposed work:** \_\_\_\_\_ **Estimated Cost:** \$ \_\_\_\_\_

Owner's Name _____ Address _____ Phone _____ Cell _____	(if different than owner:) Applicant's Name _____ Address _____ Phone _____ Cell _____
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1. Excavation: Bearing Soil \_\_\_\_\_
  2. Foundations: (All concrete to be a min. 2000 PSI)  
Footing Sizes \_\_\_\_\_ Damproofing material \_\_\_\_\_  
Foundation wall size & material \_\_\_\_\_ Termite Protection \_\_\_\_\_  
Column Footing Size \_\_\_\_\_ Anchor Bolts \_\_\_\_\_ OC  
Additional Information \_\_\_\_\_
  3. Slab on Ground: Ground cover \_\_\_\_\_ Perimeter insulation \_\_\_\_\_
  4. Exterior Walls: Wood frame grade and species \_\_\_\_\_  
Stud size and spacing \_\_\_\_\_ OC; Corner bracing \_\_\_\_\_  
Sheathing \_\_\_\_\_ Siding \_\_\_\_\_ Masonry veneer \_\_\_\_\_  
Brick ties \_\_\_\_\_ Building paper \_\_\_\_\_  
Additional Information: \_\_\_\_\_
  5. Floor Framing: 1<sup>st</sup> Floor - Joist grade \_\_\_\_\_ Size & spacing \_\_\_\_\_ OC  
Bridging \_\_\_\_\_ Sub-floor material \_\_\_\_\_ Finish Floor material \_\_\_\_\_  
2<sup>nd</sup> Floor - Joist grade \_\_\_\_\_ Size & spacing \_\_\_\_\_ OC; Bridging \_\_\_\_\_  
Sub-floor material \_\_\_\_\_ Finish Floor material \_\_\_\_\_  
Additional Information: \_\_\_\_\_
  6. Partition Framing: Stud grade \_\_\_\_\_ Size & Spacing \_\_\_\_\_ OC  
Additional Information: \_\_\_\_\_
  7. Ceiling Joists: Grade \_\_\_\_\_ Size & Spacing \_\_\_\_\_ OC; Bridging \_\_\_\_\_  
Additional Information: \_\_\_\_\_
  8. Roof Framing: Minimum design for 45 lb. snow load  
Rafters, size & grade \_\_\_\_\_ OC; Ridge Size \_\_\_\_\_  
Collar ties \_\_\_\_\_ OC; Trusses \_\_\_\_\_  
Sheathing \_\_\_\_\_  
Additional Information: \_\_\_\_\_
  9. Roofing: Material \_\_\_\_\_ Weight \_\_\_\_\_ Underlay \_\_\_\_\_  
Additional Information: \_\_\_\_\_

10. Interior Finish: (sheetrock, size, etc.) Walls \_\_\_\_\_ Ceiling \_\_\_\_\_  
Additional Information: \_\_\_\_\_

11. Stairs: Width \_\_\_\_\_ Rise \_\_\_\_\_ Run \_\_\_\_\_  
Note: Maximum Rise 8 1/4"; Minimum Run 9" + 1 1/8 nosing. (A-Code)  
Additional Information: \_\_\_\_\_

12. Windows: (Also see NYS Energy Code)  
Glazing - Insulated  Yes  No      Single  Yes  No      Storms & Screens  Yes  No

13. Exterior Doors: Sizes \_\_\_\_\_ Insulated  Yes  No  
Storms & Screens  Yes  No

14. Electric Wiring: Application and Inspection by a third party electrical inspection agency; A permit must be obtained from them before beginning electrical work.

Remarks:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

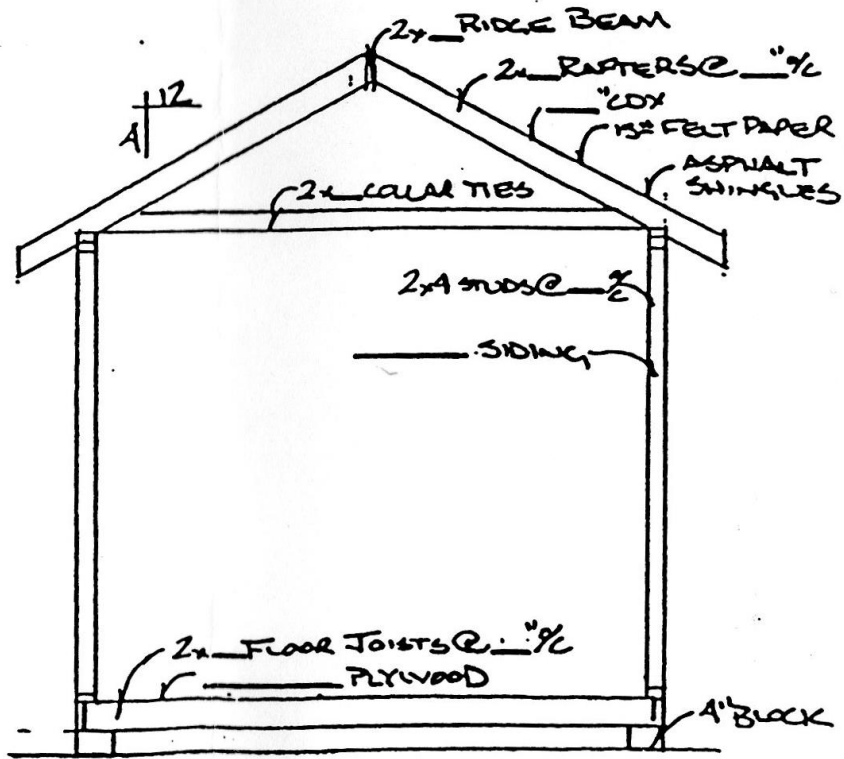
\_\_\_\_\_

\_\_\_\_\_

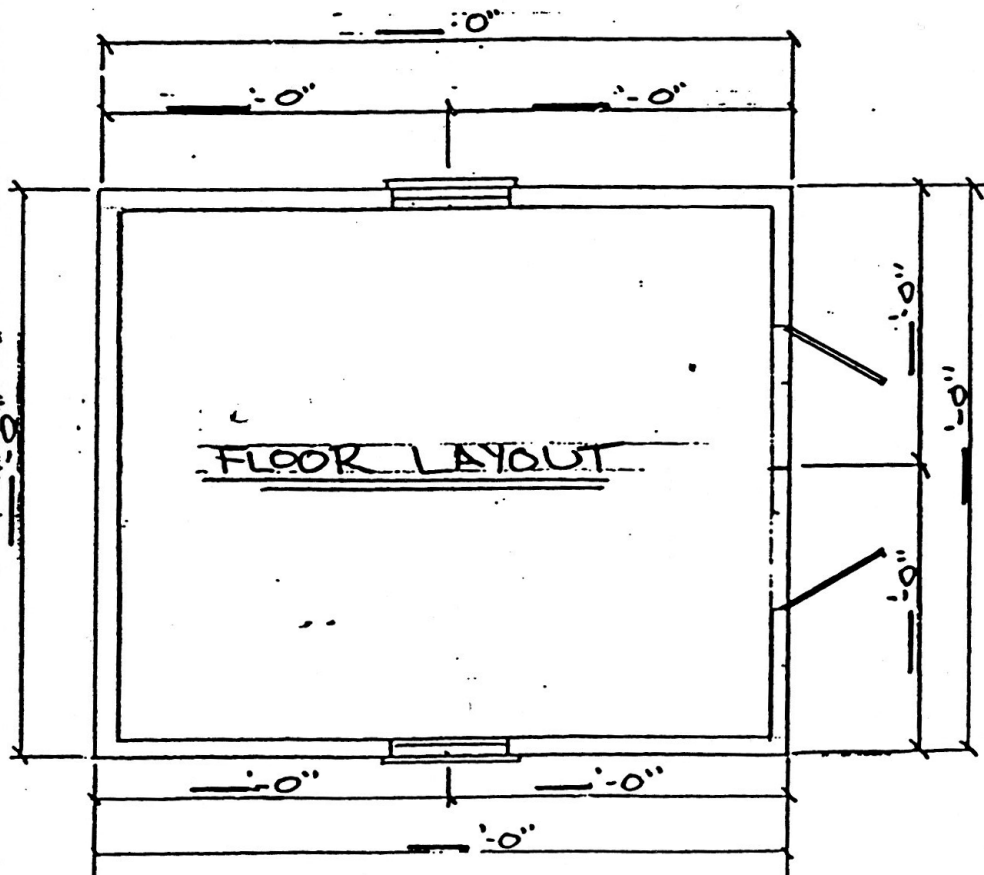
I, the undersigned, do hereby agree to furnish, supply and install the aforementioned materials and comply with the specifications set forth above in the conjunction with the erection and construction of the building(s) for which plans were submitted and approved. All items to comply with NYS Building Construction Code.

Date \_\_\_\_\_ Signature \_\_\_\_\_  
Applicant

# Shed Building Plan



TYP SECTION



# 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><i>Sworn to before me this _____ day of _____,</i></p> <p>_____</p> <p><i>(County Clerk or Notary Public)</i></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.