

City of Port Jervis, New York



Building Department Offices
PO Box 1002
20 Hammond Street
Port Jervis NY 12771

Building Department

(845) 858-4000 Ext 4080
Fax # (845) 856-6913
www.portjervisny.org

13 STEPS TO HIRING A CONTRACTOR

Dear Resident or Permit Applicant:

If you are planning a home improvement project like a deck, a new bathroom, or a garage, you will probably need to hire a building contractor. This is not always an easy task. There is no shortage of building contractor horror stories. Almost everyone has heard tales of damage, scams, shoddy workmanship, and builders who disappear in the middle of a project. In fact, except for auto repair shops and car dealerships, no other industry has generated as many complaints, according to the Council of Better Business Bureaus. It would seem that finding a reliable and qualified contractor is not an easy task. You can put the odds on your side, however, by following the following advise.

- *Seek a referral from someone you know who is happy with his or her contractor's work.
- *Solicit bids from at least three (3) contractors.
- *Be wary of proposals that are much lower than any other proposals.
- *Contact the Better Business Bureau to check out any contractors that submit bids.
- *Insist on a written contract that outlines your entire agreement, including starting and completion dates.
- *Have an attorney review any documents before you sign them, including contracts, warranties, and plans.
- *Make sure there are no blank spaces on anything you sign.
- *Insist upon a written warranty on all materials and work.
- *Get all building permits and variances before starting the project-and identify the contractor on the applications.
- *Inspect all work before signing a completion certificate.
- *Withhold final payment until the entire project is finished and inspected.
- *Get a contractor's affidavit that all subcontractors and material suppliers have been paid before making final payment.
- *Report any misrepresentations, shoddy work, failure to honor contracts, unlicensed contractors, or other problems to the appropriate board.

If you select your contractor carefully in the beginning, you are less likely to have problems later.

While screening contractors may seem like more work than the construction project itself, the effort can save enormously in money, annoyance and time.

**The City of Port Jervis Requires All Electrical & Plumbing
Contractors To Be Licensed With The City**

CITY OF PORT JERVIS
BUILDING DEPARTMENT
14-20 HAMMOND STREET, PO BOX 1002
PORTJERVIS, NY 12771

TELEPHONE: (845)858-4080

FAX: (845)856-6913

RETAIN FOR YOUR FILES

1. Complete attached application for Building Permit and Certificate of Occupancy/Compliance. Please read carefully.
2. Items needed to submit with application:
 - A. Plot plan showing property and building locations with setbacks.
 - B. Complete diagram(s) of work with description of materials for general work, electric and plumbing.
 - C. Certificate of Insurance from each contractor showing compensation and liability coverage. Homeowners, if you do the work yourself, submit a proof of property liability coverage.
3. REQUIRED INSPECTIONS:

<u>A. Building inspector</u>	<u>Plumbing Inspector</u>	<u>Electrical Inspector</u>
1. Excavation	1. Under Slab Plumbing	1. Construction Service
2. Before Pour	2. Rough inspection, including services	2. Rough Inspection
3. Foundation	3. Heating System	3. Final Inspection
4. Footings	4. Final Inspection	4. As deemed Necessary
5. Rough Framing	5. Boiler	
6. Insulation		
7. Interior Finish		
8. Fire Systems, Smoke Detection & Related Items		
9. Handicap Accessibility		
10. Fire Separation		
11. Final Inspection		

PLEASE BE ADVISED THAT ALL PLUMBING & ELECTRICAL WORK MUST BE PERFORMED BY A PERSON, BUSINESS OR AGENT OF SAID BUSINESS LICENSED BY THE CITY OF PORT JERVIS UNLESS OTHERWISE SPECIFIED BY THIS DEPARTMENT. PLUMBING AND/OR ELECTRICAL CONTRACTORS WILL BE NOTIFIED FOR VERIFICATION OF JOB. LACK OF VERIFICATION COULD RESULT IN \$300.00 FINE PAYABLE TO PORT JERVIS CITY COURT.

CANCELLATION OF BUILDING PERMIT AFTER PERMIT FEES HAVE BEEN PAID
WILL RESULT IN A 10% ADMINISTRATIVE FEE FROM THE PAID PERMIT FEE.

4. Any work in excess of \$20,000, or effecting the structural safety or public safety, must have plans signed and stamped by a licensed New York State Architect or Engineer.
5. You must obtain a final Certificate of Compliance from the New York Board of Fire Underwriters and from the local Plumbing Inspector. A Certificate of Occupancy/Compliance from this office is required as your final step after completion of all work.
6. Every Building Permit shall expire if the work has not commenced within three (3) months after the date of issuance or has not been completed twelve (12) months from such date. One six (6) month extension may be obtained and the permit fee is twice the amount of the original fee.
7. It shall be the responsibility of the applicant and/or property owner to know and adhere to all local and state codes relating to the work included under this permit.

CALL BEFORE YOU DIG! New York Industrial code requires 2 working days notice before you dig, drill or blast

UNDERGROUND UTILITIES CALL CENTER 1-800-245-2828
APPLICATION FOR BUILDING PERMIT

Section _____ Block _____ Lot _____ Zone _____ Date _____

The undersigned as _____ hereby applies for a permit
(owner, builder, designer)

To _____ at the property located

At _____ Port Jervis, NY in accordance with all State and
Municipal rules and regulations in accordance with the accompanying detail drawings and specifications which
Are hereby made a part of this application.

(Circle One) New Construction, Addition, Alterations or Repairs

Owner's name _____ Address & Phone # _____

Builder/Contractor _____ Address & Phone # _____

Architect or Engineer _____ Address & Phone # _____

Licensed Electrician _____ Address & Phone # _____

Licensed Plumber _____ Address & Phone # _____

Sprinkler Co. _____ Address & Phone # _____

Workmen's Compensation and/or Liability Insurance Carrier (attach copy) _____

Are you changing the use of this building in any way? _____

Existing use of building _____ Proposed use of dwelling _____

Is this building in the flood zone? _____ If so, attach elevation certification and flood proofing specifications.

Does your zoning allow for this use? _____

Total cost of project? _____ Description of proposed work _____

Signature of applicant _____ or Signature of owner _____

(For office use only)

Application approved _____ Application disapproved _____

Fire Inspector approved _____ Diapproved _____

Reason(s) for disapproval _____

Date of Approval: Planning Board _____ Zoning Board of Appeals _____

Date of Denial: Planning Board _____ Zoning Board of Appeals _____

Issuing Officer

Fee: \$ _____ Receipt # _____ Date _____ Permit # _____

**AFFIDAVIT OF FINAL COST OF CONSTRUCTION AND
APPLICATION FOR CERTIFICATE OF COMPLIANCE**

NOTE: APPLICANT MUST COMPLETE FORM WHEN BUILDING PERMIT APPLICATION IS FILED

Property location _____

Section _____ Block _____ Lot _____ Zone _____

Date of Application: _____

Applicant's name _____

(Owner, tenant, agent, builder, designer)

Occupancy:

Existing use _____

Proposed use _____

Is the proposed use in conformance with the permitted uses within this zone? _____

Reason of request:

Proposed use is a change of use _____

Building Permit number _____ Dated _____

Date of approvals: Planning Board _____ Zoning Board of Appeals _____

Special conditions set by either board _____

Estimated cost of construction from building permit _____

Actual cost of construction _____

Permit Fee Paid _____

Additional Fee _____ Receipt # _____ Date _____

Certificate Fee _____ Receipt # _____ Date _____

Fees or portions thereof are not refundable or transferable.

CERTIFICATION: I certify that all statements made on this Application are true and correct to the best of my knowledge and belief, and I understand that the making of any willful false statement of material fact herein will subject me to the provisions of the Penal Law relevant to the making and filing of false instruments.

Signature of applicant _____

**AFFIDAVIT OF EXEMPTION TO SHOW SPECIFIC PROOF OF WORKERS' COMPENSATION INSURANCE
FOR A 1, 2, 3 OR 4 FAMILY, OWNER-OCCUPIED RESIDENCE**

COVERAGE

**** This form cannot be used to waive the workers' compensation rights or obligation 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 CE200 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 format 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 owner)

(Date Signed)

(Homeowner's Name Printed)

Home Telephone #

Property Address that required the building permit

Sworn to before me this _____ day of

(County Clerk or Notary Public)

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