

## VILLAGE OF ALBION BUILDING PERMIT APPLICATION INSTRUCTIONS

Please check the box to indicate the requested item is included. Incomplete applications will be returned unapproved. This form must accompany permit application.

**No work may begin until the permit is issued.** Expect a wait of up to two weeks for the permit to be issued.

The permit application must be filled out complete to avoid delays.

- Address, owner, and architect, and builder (if applicable)
- Permit type. What are you building or installing?
- The Sq. Ft. is only for additions and new builds.
- Please tell us what the building is to be used for. (i.e. residential storage, business, commercial)
- Both the applicant and contractor must sign. The permit will be issued in the owner's name and you are responsible to make sure the required inspections are done.

A certificate of insurance or a <sup>Exemption</sup> CE-200 (NYS Worker's Compensation Board) form must be provided. *www.wcb.ny.gov*

Two copies of the plan for construction must be included. The plans should show a footprint and a profile and must include dimensions of the work and dimensions of the material being used. Name and address must be on each sheet.

A plot plan showing distances to lot line and structures must be included. Name and address must be on each sheet.

You must pay for the permit. There is a fee schedule online or at the Village Office.

You must call for the required inspections, a list will be provided for you with the permit to (585)589-7229.

# VILLAGE OF ALBION

## CODE ENFORCEMENT

35 East Bank St, Albion, NY 14411  
Office (585)589-7229 Fax (585)589-1919

### APPLICATION FOR A BUILDING PERMIT

NOTE: AN INCOMPLETE APPLICATION MAY DELAY THE TIMELY ISSUANCE OF YOUR PERMIT.  
PLEASE ENTER N/A IF A SECTION IS NOT APPLICABLE.

Permit Address Site \_\_\_\_\_ Date \_\_\_\_\_  
Architect \_\_\_\_\_ Tax Map # \_\_\_\_\_  
Owner \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Owner Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contractor \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Contractor Address \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

#### Permit Type:

- Single Family Dwelling
- Foundation
- Remodel
- Addition
- Attached Garage
- Detached Garage
- Covered Porch
- Enclosed Porch
- Deck
- Gazebo
- Shed
- Masonry Fireplace
- Wood Stove
- Above Ground Pool
- In-ground Pool
- Boiler
- Furnace
- Gas Insert
- Gas Fireplace
- Demolition
- Other \_\_\_\_\_

Accessory Structure Sq. Ft. \_\_\_\_\_ x \_\_\_\_\_ Total Sq. Ft. \_\_\_\_\_  
Addition 1st Fl. Sq. Ft. \_\_\_\_\_ 2nd Fl. Sq. Ft. \_\_\_\_\_ Total Sq. Ft. \_\_\_\_\_  
S. F. D. 1st. Fl. Sq. Ft. \_\_\_\_\_ 2nd Fl. Sq. Ft. \_\_\_\_\_ Total Sq. Ft. \_\_\_\_\_  
Value of Construction \$ \_\_\_\_\_

**A building permit expires 12 months from the date of permit issuance.**

Application is hereby made to the building office for the issuance of a building permit pursuant to Title 19 NYCRR Code for the construction of buildings, additions or alterations, or the removal or demolition as herein described. The applicant and/or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on this application (which are part of these requirements), and also will allow all inspectors to enter the premises for the required inspections.

Applicant Name (Please Print Clearly) \_\_\_\_\_

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

Contractor Name (Please Print Clearly) \_\_\_\_\_

Contractor Signature \_\_\_\_\_

(For office use only)

PERMIT NUMBER \_\_\_\_\_

C of C / C of O \_\_\_\_\_

#### Fees Complete permit package check list Permit review

Planning Board _____	Instrument Survey Map _____
Zoning Board _____	Sewer Tap Fee _____
Historical Board _____	Water Tap Fee _____
Highway Permits _____	3 sets of Plans 1 in PDF format _____
FEMA _____	Res. Check _____
County Planning _____	Overlay Dist. _____
Contractor Insurance Liability & Comp. _____	

Reviewed By \_\_\_\_\_

Date Reviewed \_\_\_\_\_

#### Inspections required:

Holes \_\_\_\_\_ Electrical \_\_\_\_\_ (by Others)  
 Framing \_\_\_\_\_ Plumbing \_\_\_\_\_  
 Insulation \_\_\_\_\_ Disposal Receipts \_\_\_\_\_  
 Foundation Before \_\_\_\_\_ Chimney \_\_\_\_\_  
 Foundation After \_\_\_\_\_ Final \_\_\_\_\_

Total Fees \$ \_\_\_\_\_ Other \_\_\_\_\_



# Certificate of Attestation of Exemption (CE-200)



NEW YORK  
STATE OF  
OPPORTUNITY.

Workers'  
Compensation  
Board

While New York Business Express is designed and developed to support business formation in New York, individual homeowners can file their exemption here as well!

## 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, even though you are an individual.
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 login and password, go to step 14.
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.
8. **(Continued)**  
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 choose **Select 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**.

*Continued on page 2*

# Certificate of Attestation of Exemption (CE-200)



**Workers'  
Compensation  
Board**

15. On the New York Business Express home page, scroll down to Top Requests:
  - Select **Certificate of Attestation of Exemption** or
  - Search Index A-Z for **CE-200**.
16. Under **How to Apply**:
  - Select **Apply Online as Homeowner**.
17. At the **Entity Type** screen:
  - Select **Individual (Sole Proprietor)**.
  - Select **Save & Continue**.
18. At the **Business Identification** screen:
  - Enter your name and Social Security Number.
  - Select **Save & Continue**.
19. At the **Business Physical Location** screen:
  - Enter your home address.
  - Select the **This is Also my Mailing Address** button, if applicable.
20. At the **Additional Physical Locations** screen:
  - Select **Save & Continue**.
21. At the **Mailing Address(es)** screen, your mailing address will appear.
  - Select **Save & Continue**.
22. At the **Business Industry Classification** screen, **814110 Private Households** for principal NAICS code is the default. No secondary NAICS code necessary.
  - Select **Save & Continue**.
23. At the **Sole Proprietor/Owner** screen, enter the remaining blank fields. Some information has been provided for you.
  - Validate address.
  - Select **Save & Continue**.
24. At the **Workers' Compensation and Disability and Paid Family Leave** screen, answer these questions:
  - Do you have New York Workers' Compensation Insurance?
  - Do you have New York Disability and Paid Family Leave Benefits Insurance?
  - Select **Save & Continue**.
25. At the **Permit, License, or Contract Information** screen:
  - Select **Building, Electrical or Plumbing Permit**.
  - Issuing Agency — Enter the Town, City, or Village Building Department.
  - Select **Save & Continue**.
26. At the **Workers' Compensation Exemption Reason** screen, select the appropriate exemption reason. If **Fair Play** exemption is selected, an additional screen will display criteria to review. Check the box **I understand**.
  - Select **Save & Continue**.
27. At the **Disability and Paid Family Leave Exemption Reason** screen, select the appropriate exemption reason.
  - Select **Save & Continue**.
28. Review the **Application Summary**.
29. **Attest & 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](http://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.

**Questions? Call the NYBE Contact Center: (518) 485-5000.**