

Village of Athens Police Department - Code Enforcement Division  
2 First Street, Athens, NY 12015

(518) 945-0601 (Cell & Voicemail) (518) 945-1551 (O) (518) 945-1060 (F)  
[codeenforcement@athensvillageny.com](mailto:codeenforcement@athensvillageny.com) <https://athensvillageny.com/village-government/building-code-enforcement/>

## Building Permit Application

*All administrative information and project description information is required prior to processing.* Fees are determined afterwards; see our fee schedule online for reference. **WORK CANNOT BEGIN WITHOUT A PERMIT IN HAND/EMAIL.** *Permits will not be issued without the fee paid. Final Certificates of Compliance or Occupancy will not be issued until the entire project in the application is finished.*

Name of applicant(s): \_\_\_\_\_ Date of application: \_\_\_\_\_

Phone number(s): \_\_\_\_\_ Email of applicant: \_\_\_\_\_

Current mailing address of applicant: \_\_\_\_\_

Relation to Property (circle one):

OWNER      CONTRACTOR      PROPERTY MANAGER      OTHER: \_\_\_\_\_

*Applicants who are not the property owner or contractor must provide contact information for the Property Owner in the space below. Owners will be contacted by this office to confirm project knowledge.*

**ESTIMATED COST OF PROJECT:** \_\_\_\_\_

### Section 1 – Work Site Administrative Data

Address of work-site \_\_\_\_\_, Athens, NY 12015

Tax Map Number: \_\_\_\_\_-\_\_\_\_-\_\_\_\_\_ Property Class: \_\_\_\_\_ (<https://greene.sdgny.com/search.aspx>)

Zone (circle one):

Medium-Density Residential (RM)

Commercial (C)

Low-Density Residential (RL)

Mixed Use/Waterfront (MU/W)

Recreational Residential (RR)

Waterfront (W)

Commercial Residential (CR)

Open Space/Conservation (OS/C)

### Section 2 – Historic District Information

Is the property in the Historic District? Circle one: Yes or No (go to the web address below to check if your property is in the Historic District)

Properties in the historic district that plan to conduct work to the exterior of the property MUST HAVE a *Historic District Work Permit* approved by the Village Planning Board PRIOR TO issuance of a building permit. See Section 250, Subsection 17, Paragraphs G, H and I for additional information. The Village of Athens Code, Zoning Regulations Section is found at: <https://ecode360.com/12637168>

*See Section 6 for Historic District Work Permit requirements.*

### Section 3 – Additional Permit Information

- In accordance with Title 19, Chapter XXXII, Part-1203, Section 1203-3 of the NYS New York Codes, Rules and Regulations Permits are required for all work except what's listed.  
<https://dos.ny.gov/system/files/documents/2021/12/2021-12-10-full-text-of-rule-part-1203.pdf>
- Building Permit expires twelve (12) months from date of issuance
- All applications must have TWO complete sets of plans showing proposed construction and TWO complete sets of specifications. These plans MUST INCLUDE:

Description of the nature of the work

Mechanical

Materials and equipment used and installed

Electrical

Structural

Plumbing

*\*electronic plans are accepted on memory stick or CD in lieu of the paper copies*

➤ All electrical work must be performed by a NYS Licensed Electrician and inspected by a Greene County approved electrical inspector. A list of electrical inspectors is available at the Code Enforcement Office. Keep in mind there will be at least two inspections with regards to electrical: rough-in and final.

➤ All work shall be performed in accordance with the construction documents submitted and accepted as part of this application. The Code Enforcement Office shall be notified immediately in event of changes occurring during construction. 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. An additional permit fee may be charged predicated on the extent of the variation from the original plans.

➤ New Construction or Additions must follow the setback rules established in the Village of Athens Code, Sections 250-8 through 250-15.

## Section 4 – Contractor, Plumber, Electrician Information

*\*If contractor is the applicant only fill in sections not already accounted for on Page 1 of this application*

Name of Primary Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email address: \_\_\_\_\_

Name of Sub-Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email address: \_\_\_\_\_

Name of Sub-Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email address: \_\_\_\_\_

*\*If the Plumber of Electrician are employed by Contractor or Sub-Contractor just write in their name/title*

Name of Plumber: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email address: \_\_\_\_\_

Name of Electrician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email address: \_\_\_\_\_

See section 5 for insurance information requirements

*Subcontractors must also provide proof of insurance, disability, and workman's compensation*

*Electricians must provide copy of NYS Certification*

*Plumbers must provide copy of NYS Certification*

## Section 5 – Insurance Information

If applicant is Owner of 1, 2, 3, or 4 Family Owner-occupied Residence:

Is the owner performing all of the work for this permit application? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the owner not compensating the individual performing the work? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the owner paying individuals a total of less than 40 hours a week? Yes \_\_\_\_\_ No \_\_\_\_\_

If "YES" to one of the above questions, submit Copy of homeowner's policy and Form BP-1 (12/08)

If "NO" to all above questions, or applicant is Business or General Contractor, we require one of the following proofs of workers' compensation and disability insurance (either A, B or C):

A. Affidavit of Exemption (provide copies attached): *NY State entities* Form CE-200 (12/08)

B. Certificates of Workers' Compensation Insurance and Disability Benefits Insurance:

Workers' Comp Form C-105.2 (09/15) **OR** *State Insurance Fund* Form U-26.3

**AND** (Disability) Form DB-120.1 (12/21) **OR** Form DB-820/829 (09/17)

C. Self-insured or participating in authorized self-insurance plan:

Form SI-12 (05/09) **OR** Form C-105 (01/12) **AND** Form DB-155 (09/16)

ACORD forms are NOT acceptable proof of NY State workers' compensation or disability insurance coverage!

## Section 6 – Historic District Work Permit Section

This permit application form serves as the application for a *Historic District Work Permit*. The Village of Athens Planning Board Head signature at the end of the application serves as the approval for a *Historic District Work Permit* and **IS REQUIRED** before the Code Enforcement Office can issue a permit. This is in accordance with Village of Athens Code.

**The Village of Athens Planning Board meets on third Tuesday of the Month, at 6:30pm at the Village Building at 2 First Street, Athens, NY 12015.**

*COMPLETED applications are due to the Village Planning Board mailbox in the Village Clerks Office NO LATER THAN the Thursday PRIOR to the monthly meeting. Applications received AFTER that Thursdays will NOT be reviewed at that meeting.*

➤ You may submit an application electronically to the email in the header of page one or paper copy to the Village Clerks Office

➤ A person with intimate knowledge of the project **MUST** be available at the meeting to answer any questions. Applications may be rejected if questions are not answered. Alternative communication arrangements can be made, at the discretion of, and with the concurrence of, the Planning Board.

### A complete permit application includes all of the following:

- This application, with all relevant sections completed.
- A sufficiently detailed "Scope of Work" section of the permit application with relevant project details such as product type and style, trim, paint color. *Scope of work included on plans is an acceptable replacement.*
  - Samples of products necessary for the project including but not limited to: paint swatches, roofing material, siding, etc. Picture examples from other properties/projects are acceptable as long as they're the exact colors, materials, or designs used on the project in this application.
  - A scaled drawing of all exterior changes to the façade of the structure (i.e. porches, doors, windows, details). The drawing should also include where any new structure will be situated on the property including distances from property boundaries.
- Photos of the existing structure(s)

## Section 7 – Scope of Work

Nature of work: (circle one & fill out as necessary)

- |  |   |
|--|---|
| ➤ New Residential Structure<br><i>Number of Dwellings:</i> _____                   | ➤ New Commercial Structure<br><i>Occupancy Load (if Assembly Space):</i> _____        |
| ➤ All Other New Structures<br><i>(decks, pools, detached garages, sheds, etc.)</i> | ➤ Change of Occupancy Class from: _____<br><i>Change of Occupancy Class to:</i> _____ |
| ➤ Addition   | ➤ Alteration  |
| ➤ Repair   | ➤ Relocation  |

If a new residential structure, a residential alteration or addition, specify the total numbers in the structure:

Total Number of Dwelling Units: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Number of Kitchens: \_\_\_\_\_

Number of Bathrooms: \_\_\_\_\_

Dimensions of New Construction:

Front: \_\_\_\_\_

Rear: \_\_\_\_\_

Depth: \_\_\_\_\_

Height: \_\_\_\_\_

No of Stories: \_\_\_\_\_



