



Town of Moreau

Building and Zoning Dept.

Town Office Complex

351 Reynolds Road

Moreau, NY 12828-9261

Phone: (518) 792-4762 ~ Fax: (518) 792-4615

ACCESSORY STRUCTURE APPLICATION REQUIREMENTS

No construction activities begin until an approved permit is issued

TWO SETS OF THE FOLLOWING INFORMATION MUST BE PROVIDED (ONE ORIGINAL AND ONE COPY)

- 1) **FILL OUT APPLICATION CLEARLY AND COMPLETELY.** Name, address, contact information and signature of the property owner, applicant, or contractor is required.
 - 2) **ENERGY CODE compliance path:**
REScheck – If Applicable
 - 3) **DETAILED PLANS:** If project makes the structure 1,500 sq. ft or above provide 2 **signed and stamped Engineered Plans.** - include (but not limited to):
 - a.) Foundation
 - b.) Floor and wall framing
 - c.) Cross Sections
 - d.) Elevations
 - 4) **PLOT PLAN drawn to scale with the use of a survey map or tax map**
 - a) Proposed structure(s), showing setback dimensions from all property lines
 - b) Location of all structure(s) on property
 - c) Location of (well or water lines)
 - d) Location of on-site wastewater system or sewer line.
 - 5) **ELECTRICAL INSPECTION** Approved by NYS Certified inspection agency – If Applicable
 - 6) **INSURANCE:** REQUIRED by Homeowner **or** Contractor
 - a.) **Homeowner:**
 - i. Affidavit of Exemption of Workers Compensation and/or Disability Benefits Insurance Coverage (**form CE-200** found at https://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp)
 - ii. Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence: **Form BP-1**
 - b.) **Contractor:**
 - i. Certificate of Workers Compensation: **Form C-105.2 or U-26.3**
 - ii. Certificate of Disability: **Form DB-120.1 or DB-155**
 - iii. Affidavit of Exemption of Workers Compensation and/or Disability Benefits: **Form CE-200**
- ACORD forms are not an acceptable proof of Workers Compensation or Disability Insurance Coverage**
- 7) **FEE** as per fee schedule -Collected when application is approved

TOWN OF MOREAU ACCESSORY APPLICATION

LOCATION Information

Job Site Address _____ Tax Map ID# _____
Approx. Cost of Work \$ _____ Zoning District _____

OWNER Information

Owner's Name (PRINT) _____ Phone # _____
Address If different from above _____ Email _____

Owner's Signature _____ Date _____

CONTRACTOR information (if Applicable)

Name of Company (PRINT) _____ Phone # _____
Address _____ Email _____

PERSON RESPONSIBLE FOR CODE COMPLIANCE: _____

PROPOSED STRUCTURE (CHECK ONE)		1 st FLOOR Sq. Ft.	2 nd FLOOR Sq. Ft.	TOTAL Sq. Ft.	
☐	Detached Garage				STRUCTURE SIZE: _____ x _____ PROPERTY SIZE: _____ SETBACKS: FRONT _____ BACK _____ SIDES _____ x _____ CORNER LOT: (CIRCLE ONE) YES or NO IS STRUCTURE HEATED: (CIRCLE ONE) YES or NO
☐	Pole Barn				
☐	Gazebo				
☐	Shed				
☐	Carport				
☐	Roof				
☐	OTHER: _____				



I affirm that, the information I've given on this application is correct and complete and I understand that the Town will rely on this information in making its decision

Applicant Name (PRINT): _____ Applicant Name (SIGN): _____

OFFICIAL USE ONLY

Permit Fee: \$ _____ Issue Date: ____/____/____ Expire Date: ____/____/____ Permit #: _____

Building Inspector: _____ Date Approved: _____

Zoning Coordinator Approval:

REQUIRED INSPECTIONS: 24 HOUR NOTICE REQUIRED

INSPECTIONS REQUESTED VIA VOICEMAIL MAY NOT BE SCHEDULED

- SITE INSPECTION
- FOOTINGS (before pouring concrete)
- FOUNDATION WALLS (before pouring concrete)
- SLAB (before pouring concrete)
- DAMP PROOFING (before backfill)
- FRAMING (before closing walls in)
- FIRE CAULKING (before insulation)
- ICE / WATER SHEILD
- PLUMBING & HVAC
- ELECTRICAL INSPECTION (done by a NYS Certified third-party Electrical Inspector)
 - ROUGH and FINAL
- FUEL BURNING APPLIANCES
- INSULATION
- SEPTIC SYSTEM (before covering any work completed)
- FINAL INSEPCTION (All required work must be complete before a Certificate of Occupancy/Compliance can be issued)

****NO building is to be occupied without the approval of the Building Inspector****

