



City of Port Jervis, New York

Building Department Offices

PO Box 1002
20 Hammond Street
Port Jervis NY 12771

(845) 858-4000 Ext 4080

Fax # (845) 856-6913

www.portjervisny.gov

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 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, & plans.
- * Make sure there are no blank spaces on anything you sign.
- * Insist upon a written warranty on all materials & work.
- * Get all Building Permits & Variances before starting the project & identify the contractor on the application.
- * Inspect all work before signing a completion certificate.
- * Withhold final payment until the entire project is finished & inspected.
- * Get a contractor's affidavit that all subcontractors & material supplies have been paid before making final payment.
- * Report any misrepresentations, shoddy work, failure to honor contracts, unlicensed contractors, or other problems to the appropriate boards.
- * 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 & time.

**The City of Port Jervis requires All Electrician & Plumbing
Contractors To Be Licensed With The City**

City of Port Jervis Building Department
14-20 Hammond Street, PO Box 1002
Port Jervis, NY 12771

RETAIN FOR YOUR FILES

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

A. Building Inspector	Plumbing Inspector	Electrical Inspector
1 Excavation	1 Under slab Plumbing	1 Construction Service
2 Before Pour	2 Rough Inspection	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 alarms, Smoke & Carbon Monoxide Detectors		
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 SHALL SUBMIT A SIGNED PROPOSAL FROM BOTH THE CONTRACTOR & THE PROPERTY OWNER. LACK OF VERIFICATION COULD RESULT IN A 4300.00 FINE PAYABLE TO THE CITY OF 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 signed plans & stamped by a Licensed New York State Architect or Engineer.
5. You must obtain a final Certificate of Compliance from the New York State of Fire Underwriters & 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 & 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 & adhere to all local & state codes relating to the work included under this permit.

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 or Design Professional)

To _____ at the property located at _____ Port Jervis, NY in accordance with all State & Municipal rules & regulations in accordance with the accompanying detail drawings & specifications which are hereby made a part of this application.

(Circle One) New Construction, Addition, Alterations, Repairs, Interior Demolition, Interior Renovation, Electric or Plumbing

Owner's name _____ Address _____

Phone # _____ Email _____

Builder/Contractor _____ Address _____

Phone # _____ Email _____

Architect or Engineer _____ Address _____

Phone # _____ Email _____

Licensed Electrician _____ Address _____

Phone # _____ Email _____

Licensed Plumber _____ Address _____

Phone # _____ Email _____

Attach copy of Workmen's Compensation and Liability Insurance. City of Port Jervis must be named as Certificate Holder.

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

If yes, please attach the elevation certification & flood specifications

Existing use of building: _____ Proposed use of building: _____

Does your zoning allow for this use? _____ Total cost of project: _____

Description of proposed work: _____

Signature of applicant _____ Signature of owner _____

(For Office Use Only)

Application Approval Date _____ Application Disapproved Date _____

Reason(s) for disapproval _____

Planning Board Approval Date _____ Disapproval Date _____

Zoning Board Approval Date _____ Disapproval Date _____

Permit Fee \$ _____ Receipt # _____ Date _____ **PERMIT #** _____

Issuing Officer

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 _____

Name of Applicant _____

(Owner, Builder, Contractor or Designer)

Occupancy:

Existing Use of Property _____ Proposed Use of Property _____

Reason of Request:

Proposed use is a change of use _____

Building Permit # _____ Dated _____

Date of Approvals: Planning Board _____ Zoning Board _____

Special conditions set by either Board _____

Estimated cost of construction _____ Actual cost of construction _____

Permit Fee Paid Date _____

Additional Fee _____ Receipt# _____ Dated _____

Certificate Fee _____ Receipt# _____ Dated _____

Fees or portions thereof are not refundable or transferable.

CERTIFICATION: I certify that all statements made on this Application are true & correct to the best of my knowledge & belief, & 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 & filing of false instruments.

Signature of applicant _____

COVERAGE FOR A 1,2,3 OR 4 FAMILY, OWNER-OCCUPIED RESIDENCE

** This form can not 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, & I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

Please check one of the following statements that pertains to you.

_____ I am performing all the work for which the building permit was issued.

_____ I am not hiring 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 & 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 job site) for which the building permit was issued

I also agree to either:

- Acquire appropriate workers' compensation coverage & 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 job site) 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 job site) for work indicated on the building permit.

(Signature of owner)

(Date Signed)

(Homeowner's Name Printed)

Contact Number

Property Address that requires 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 & disability insurance coverage.