



## TOWN OF SOUTHPORT Code Enforcement

1139 Pennsylvania Avenue • Elmira, NY 14904  
Phone: (607) 737-5268 Fax: (607) 737-5267

### New Home Application Requirements

- Zoning Requirements.** Property is zoned \_\_\_\_\_ Is it a corner lot? \_\_\_\_\_  
Minimum required front setback from your front property pin is: \_\_\_\_\_  
Minimum required other setbacks: rear: \_\_\_\_\_ side: \_\_\_\_\_ accessory use: \_\_\_\_\_
- Town Drainage Committee.** Recommendation is attached and signed by applicant.
- Flood Plain** - Is property located in the flood plain? Yes \_\_\_\_\_ No \_\_\_\_\_
- Stormwater Discharges.** If you are disturbing one or more acres of soil, including clearing and grubbing, filling, clear-cutting, grading, excavation, and demolition, then you are required to have a permit for stormwater discharges from the site. Discuss with Code Enforcement Officer.
- Application.** Complete attached.
- Septic permit.** Chemung County Board of Health (607) 737-2019 has jurisdiction over all septic systems. We can not issue a building permit without a copy of the septic permit OR if property is near municipal sewer line, hookup may be available through Chemung County Sewer District on Milton Street (607) 733-2887.
- Driveway permit and house number.** Contact Highway Superintendent at 733-5467.
- Stamped architect prints.** 2 sets required. Minimum of 768 sq. ft. first floor living space.
- Plot plan.** Survey map copy required. Show outline and dimensions of property, location of proposed new and existing structures, setbacks to property lines.
- New York State Workers' Compensation requirements.** See attached.
- Building Permit fee.** Fee is .20 per square foot. Minimum fee is \$30.00.  
Make checks payable to Town of Southport.
- Inspections.** Footers before filling, foundation before backfilling, framing, insulation, plumbing, roofing ice shield, electrical inspection (done by independent agents who charge their own fees, list provided), modular homes before setting, any other inspections warranted by Code Enforcement and a final inspection.

## New Home Application

Construction site address: \_\_\_\_\_

Property owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Property owner mailing address: \_\_\_\_\_

Lot size	
Length of frontage along street	
Front yard setback (from front pin to house)	
Right side setback (from side property line to house)	
Left side setback (from side property line to house)	
Rear yard setback (from rear property line to house)	
Conventional home size	
Log home size	
Modular home size	
Construction cost	
Number of stories	
Total number of rooms	
Number of bedrooms	
Number of bathrooms	
Crawl space	
Finished basement size	
Public water	
Private water	
Septic system permit	
Public sewer	
Type of roof	
Type of siding	
Type of heat and fuel	
Attached garage and size	
Detached garage and size	
Any other accessory structure(s) and size(s)	
Contractor name and phone	
Architect/Engineer name and phone	

I hereby certify that I am the \_\_\_ Owner or \_\_\_ Contractor or \_\_\_ Agent of owner and am authorized to make this application. I assert that the information provided is accurate to the best of my knowledge, and the project will be completed as specified. I understand that a provision of laws and ordinances covering this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel provisions of any other or local law regulating construction or performance of construction. I authorize the Code Enforcement Officer, or his designee, to enter upon the property to make inspections as prescribed in applicable local and state laws. Furthermore, I understand that progress inspections shall be made as required by law.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# TOWN OF SOUTHPORT

1139 Pennsylvania Avenue, Elmira, NY 14904

## Electrical Inspectors\*

\*Must use an inspector from this list

\*Inspectors charge their own fees

Fred Fitch (607) 535-7330

Robert Brucie (607) 962-0991

Joe Pellegrino (607) 351-2334

Mark Swan (607) 523-8916

Due to variability of the water table within the Town of Southport, the Drainage Committee recommends that individuals proposing to construct structures, having the lowest story below ground, within the Town of Southport corporate limits, complete the following:

1. Conduct a minimum of one (1) deep observation hole per lot where new home construction is proposed. A deep observation hole is a hole constructed in the soil, typically by a backhoe or excavator, which exposes the soil column for inspection and also allows for the determination of groundwater levels. It should be noted that more than one (1) deep observation hole may be required to accurately characterize the soil profile and to identify the maximum groundwater level.

The deep observation hole should be excavated to a depth greater than the anticipated maximum depth of the proposed structure. It is recommended that the deep observation hole remain exposed for a period of time great enough to allow for water (if any) entering said hole to seek a stable level. It shall be the responsibility of the individual(s) constructing the deep observation hole to provide adequate protection (i.e. fencing) around the excavated area until the deep observation hole is properly backfilled.

It is recommended that an engineer or soil scientist inspect deep observation holes for bedrock, permeable and impermeable material, groundwater or signs of the average seasonal high-water. It is recommended that the deep observation hole be dug when the groundwater is near its maximum elevation.

2. Request United States Department of Agriculture (USDA) Chemung County Soil Survey maps and associated technical soil descriptions from the Town of Southport or the Chemung County Soil & Water Conservation District Office. The USDA Soil Survey Maps shall encompass the new home construction site while the soil description data shall detail general soil profiles, approximate depth to bedrock, approximate depth to groundwater, typical soil permeability ranges, limitations of soil for septic tank filter fields and limitations of soils for homesites.
3. Request copies of Federal Emergency Management Agency Flood Insurance Rate Maps from the Town of Southport or the Chemung County Soil & Water Conservation District Office to identify potential impacts of nearby floodplains on groundwater in the project area.
4. Use the above information when considering to include or not to include the construction of a basement for the proposed structure within the Town of Southport. If a basement is proposed, the above information could be used in the decision process regarding the maximum depth of the basement floor slab.

### **ACKNOWLEDGEMENT**

**I hereby acknowledge receiving a copy of this document. It is my responsibility to notify purchaser of the property.**

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**Applicant Signature**

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**Date**

## **1. WORKERS' COMPENSATION REQUIREMENTS UNDER WORKERS' COMPENSATION LAW §57**

To comply with coverage provisions of the Workers' Compensation Law ("WCL"), businesses must:

- A) be legally exempt from obtaining workers' compensation insurance coverage; or
- B) obtain such coverage from insurance carriers; or
- C) be a Board-approved self-insured employer or participate in an authorized group self-insurance plan.

To assist State and municipal entities in enforcing WCL Section 57, businesses requesting permits or seeking to enter into contracts **MUST provide ONE** of the following forms to the government entity issuing the permit or entering into a contract:

**A) CE-200**, Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage; *Starting December 1, 2008, Form CE-200 can be filled out electronically on the Board's website, [www.wcb.ny.gov](http://www.wcb.ny.gov), under the heading "Forms." Applicants filing electronically are able to print a finished Form CE-200 immediately upon, completion of the electronic application. Applicants without access to a computer may obtain a paper application for the CE-200 by writing or visiting the Customer Service Center at any District Office of the Workers' Compensation Board. Applicants using the manual process may wait up to four weeks before receiving a CE-200. Once the applicant receives the CE-200, the applicant can then submit that CE-200 to the government agency from which he/she is getting the permit, license or contract. **OR***

**B) C-105.2 (9/07)** -- Certificate of Workers' Compensation Insurance (the business's insurance carrier will send this form to the government entity upon request) **PLEASE NOTE:** The State Insurance Fund provides its own version of this form, the U-26.3; **OR**

**C) SI-12** -- Certificate of Workers' Compensation Self-Insurance (the business calls the Board's Self-Insurance Office at 518-402-0247), **OR** **GSI-105.2** -- Certificate of Participation in Worker's Compensation Group Self-Insurance (the business's Group Self-Insurance Administrator will send this form to the government entity upon request).

## **2. DISABILITY BENEFITS REQUIREMENTS UNDER WORKERS' COMPENSATION LAW §220(8)**

To comply with coverage provisions of the WCL regarding disability benefits, businesses may:

- A) be legally exempt from obtaining disability benefits insurance coverage; or
- B) obtain such coverage from insurance carriers; or
- C) be a Board-approved self-insured employer.

Accordingly, to assist State and municipal entities in enforcing WCL Section 220(8), businesses requesting permits or seeking to enter into contracts **MUST provide ONE** of the following forms to the entity issuing the permit or entering into a contract:

**A) CE-200**, Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage *Starting December 1, 2008, Form CE-200 can be filled out electronically on the Board's website, [www.wcb.ny.gov](http://www.wcb.ny.gov), under the heading "Forms." Applicants filing electronically are able to print a finished Form CE-200 immediately upon, completion of the electronic application. Applicants without access to a computer may obtain a paper application for the CE-200 by writing or visiting the Customer Service Center at any District Office of the Workers' Compensation Board. Applicants using the manual process may wait up to four weeks before receiving a CE-200. Once the applicant receives the CE-200, the applicant can then submit that CE-200 to the government agency from which he/she is getting the permit, license or contract. **OR***

**B) DB-120.1** -- Certificate of Disability Benefits Insurance (the business's insurance carrier will send this form to the government entity upon request); **OR**

**C) DB-155** -- Certificate of Disability Benefits Self-Insurance (the business calls the Board's Self-Insurance Office at 518-402-0247).

Please note that **for building permits ONLY**, certain homeowners of 1, 2, 3 or 4 family owner-occupied residences serving as their own General Contractor may be eligible to file Form **BP-1** (The homeowner obtains this form from either the Building Department or on the Board's website, [www.wcb.ny.gov](http://www.wcb.ny.gov), under the heading "Forms.")

## **3. TOWN OF SOUTHPORT** 1139 Penn. Ave., Elmira, NY 14904 must be listed as certificate holder on all forms.

(607) 737-5267 fax      (607) 737-5268      email: [mmurray@townofsouthport.com](mailto:mmurray@townofsouthport.com)

<https://www.wcb.ny.gov/icexempt/index.jsp>