

# Building Code Required Documentation

- The site plan is drawn to a scale or survey map showing the size of the lot, location of buildings, location of improvements, and distance to property lines and other buildings.
- Building plans and/or specifications are drawn to scale. Plans shall include details on the footer, foundation, floor, wall roof construction, insulation, plumbing, windows, wiring and doors.
- Residential plans must show energy code compliance. Window and door schedules must be submitted with U values each. View free software for [energy code compliance](#).
- All new construction requiring sewer is required to contact Chemung County Health Department Septic Permit before a building permit can be issued. Contact their office at 607-737-2019
- All commercial building plans for new construction, additions, and change of occupancy must be referred to the Van Etten Town Board for site plan approval before a building permit can be issued to adhere to New York State Building Code Enforcement Laws.
- In some cases, plans must be stamped by New York State Engineer or Architect, in compliance with New York State Education Law. Changes or amendments to the stamped plans will not be accepted unless they have been reviewed by the issuing licensed professional.
- Two copies of site plans, building plans, and specifications must be submitted for review.
- Contractors must submit proof of general liability insurance and workers compensation insurance. Self-employed contractors with no subcontractors, helpers, or other workers or homeowner must submit:
  - New York State Workers Compensation Form CE-200. See link to Workers' Comp.
  - Contractors with employees, subcontractors, and others must submit a Workers Compensation Board form C105.2 or New York State Insurance Fund form U26.3.

An accord form **is not** acceptable proof of New York State Workers Compensation or disability benefits insurance coverage. Has homeowner's insurance policy that is currently in effect and covers the property for which the building permit was issued AND is not paying individuals a total of fewer than 40 hours per week. This is the total aggregate hours of all paid individuals on the job site.

Please contact Van Etten Building Code Enforcement officer at 607-589-4435 ext. 5 or 607-793-8036 with any questions.