

VILLAGE of NAPLES
BUILDING AND ZONING APPLICATION

Name of Applicant _____ Date _____

Address _____ Phone _____

Email _____

Application for a Permit To Construct Remove Alter Replace Repair Create
 A Structure A Use which is Temporary Permanent

On Land Located at _____

Zoning District _____ Tax Map # _____

Present Use of Property _____

Description of Proposed Construction and/or Use _____

Size of Improvement _____ sq. ft. Estimated Cost _____

Yard Setback: Front (to ROW) _____ Rear (to property line) _____

Side (widest) _____ Side (narrowest) _____

The undersigned agrees that, to the best of their knowledge and belief, the statements contained in this application, together with any plans and specifications submitted herein, are a true and complete statement of all proposed work or use to be done on the described premises. All provisions of the NYS Fire Prevention and Building Code, the Village of Naples Zoning Ordinance, and all other laws, rules and regulations pertaining to the proposed work or use shall be complied with, whether specified or not, and that such work or use is authorized by the owner. The undersigned understands that the granting of any permit shall not be construed as adoption by the Village of Naples of any plans, specifications or construction methods of permittee, and the granting of any permit shall create no liability on the part of the Village. The undersigned hereby grants permission for the Code Enforcement Officer to enter the property and/or structure, as he deems necessary, to inspect the same for compliance with applicable Codes and Laws.

Owner Name _____
Address _____
Signature _____ Date _____ Phone # _____

Approved <input type="checkbox"/> Permit # _____ Fee Received \$ _____
Not Approved <input type="checkbox"/> Reason _____
Variance Requested Yes <input type="checkbox"/> No <input type="checkbox"/>
Code Enforcement Officer _____ Date _____

Building Permit Application Worksheet

Submission of a complete application will ensure timely processing of your request. In order to ensure submission of a complete application a list of required documentation is outlined below.

<i>Item</i>	<i>Received</i>		
	Yes	No	N/A
Survey map of property: <i>Required for all new lots, new house projects, subdivisions, site plan approvals and variance requests.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deed or Purchase offer for property: <i>Required for any property recently purchased to ensure ownership.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site plan from a New York State licensed engineer: <i>Required for site plan approval, commercial projects, subdivisions, and some new residential projects.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NYS stamped blueprints: <i>Required for all new houses, commercial buildings, and additions costing more than \$20,000.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NYS stamped septic plans: <i>Required for all new houses, commercial projects, and alternative systems.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driveway permit from NYS DOT: <i>Required for any project that requires a new or modified driveway on a State Rd.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of disability and worker's compensation insurance for all contractors performing work on site, or, <i>We can no longer accept ACORD forms for worker's comp</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valid exemption from NYS Disability and Worker's Comp: If Yes, explain _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

Applications will NOT BE ACCEPTED or SENT to the Ontario County Planning Board for review or placed on agendas for Village of Naples Planning Board and Zoning Board of Appeals unless the application has been COMPLETED IN FULL.. NO EXCEPTIONS.



Certificate of Exemption

Instructions for obtaining and filing a Certificate of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200) through New York Business Express

Follow these steps:

1. Go to businessexpress.ny.gov.
2. Select **Log-in/Register** in the top right hand corner.
3. If you do not have an NY.gov account, go to **step 4** to set up your account.
If you have an NY.gov log-in and password, go to **step 16**.
4. Select **Register with NY.gov** under New Users.
5. Select **Proceed**.
6. Enter the following:
 - First and Last Name
 - Email
 - Confirm Email
 - Preferred Username (check if username is available)
7. Select **I'm not a robot**.
 - You may have to complete a Captcha Verification before proceeding.
8. Select **Create Account**.
 - If you already have an NY.gov account, the screen will display your existing accounts, either Individual or Business.
 - Do one of the following:
 - If the account(s) shown is an NY.gov Individual account, select **Continue**.
 - If the account(s) shown is an NY.gov Business account, select **Email Me the Username(s)**.
9. Verify that the account information is correct.
 - Select **Continue**.
10. An activation email will be sent.
 - If you do not receive an email, see the **No Email Received During Account Creation** page.
11. Open your activation email and select **Click Here**.
 - Specify three security questions.
12. Select **Continue**.
13. Create a password (must contain at least eight characters).
14. Select **Set Password**.
 - You have successfully activated your NY.gov ID.
15. Select **Go to MyNy**.
 - At the top of the screen select **Services**.
 - Select **Business**.
 - Select **New York Business Express**.
 - Select **Login/Register**.
16. On the New York Business Express Home Page:
 - Scroll down to Top Requests and select **Certificate of Attestation**, or
 - Search Index A-Z for **CE-200**
17. Select **How to Apply**:
 - Select **Apply as a Business**, or
 - Select **Apply as a Homeowner** (applies to those obtaining permits to work on their residence).
18. Complete application screens.
19. Review Application Summary.
20. Attest and submit.

You will receive an email when your application has been Issued/Approved.

To view your certificate:

- Click **Access Recent Activity** from your email, or
- Access businessexpress.ny.gov, and then access your **Dashboard** (under your Log-In name on right).

Print and sign the **Exemption Certificate**.

Submit your **CE-200** for your license, permit or contract to the Issuing Agency.