



VILLAGE OF
Hamilton
New York

3 Broad Street, P.O. Box 119
Hamilton, NY 13346
Telephone: 315-824-1111
Fax: 315-824-0922

Codes Enforcement Office
Gerard Snow
Villagecodes@hamilton-ny.gov

SIDEWALK PERMIT

Instruction:

- This application shall be completed in full, either typed or printed clearly in ink, and filed with the Village of Hamilton's Codes Enforcement Office, at the above address above.
- This application shall be used when a property owner or their representative is replacing or blocking the sidewalk. All required information for the replacing or blocking of the sidewalk can be found herein and/or within the Village of Hamilton's Municipal Code Section §140-16 – Maintenance and Repair of Sidewalks by Property Owner or Village
- This Permit shall be allowed for a maximum of 20 days and requires a fee of **\$30.00** to be paid to the Village of Hamilton, 3 Broad Street, Hamilton, NY 13346.
- Any work or obstructions within the Village Right-of-way shall require submission of current liability insurance naming the Village as additionally insured.
- 72 hours before any excavation always call Dig Safely NY - Call 811
- If work is to be performed by the Owner of the property, please fill out the CE-200 form for an exemption of Workers' Compensation. This form can be found at:
https://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/NFP-CE200-Exemption%20Guide.pdf
- Work to be completed by (check one):

☐

Owner

☐

Contractor

☐

Village Assistance (fee waived)

Part I: General Information

1. Work Site Address: _____
2. Start Date and Time: _____
3. Total Days Required: _____
- Tax Map #: _____

4. Applicant's Information

Applicant's Name: _____
Street Address: _____
City, State, ZIP: _____
Telephone #: _____

If Owner is performing work: Liability Ins: _____ Workers Comp. _____

5. Contractor's Information:

Contractor's Name: _____
Street Address: _____
City, State, ZIP: _____
Telephone #: _____
Liability Insurance: _____ Workers Comp Ins _____
Emergency Name 24/7: _____
Emergency Phone #: _____

Part II: Signature of Understanding

If, these permit conditions, including final restoration are not completed within the required length of time the undersigned must reapply for all applicable permits and pay all associated fees.

Any person, company, or business entity found not in compliance with this permit shall be subject to immediate revocation of permit privileges for the job being performed and suspension of all future work privileges until the job is brought into compliance.

A stop-work order can be issued and recovery of the cost of materials, labor and inspection fees at prevailing rates can be charged to the undersigned to bring the job into compliance including forfeiture of any permit fee and/or deposit.

I, the undersigned, understand that the permit which may be issued pursuant to this application is done on the basis that all of the representations made on this permit application are true and accurate.

I understand that if any of the information given on this permit form is found to be untrue or inaccurate, or if the work initiated pursuant to a permit granted based on the representations made on this application, then the permit may be revoked without notice to myself, the contractor, or any other party.

I have read and understand all the provisions of the permit and shall comply with said requirements.

Applicant's Signature

Date