

Lead-Safety Shopping List

EPA Lead Pamphlet

- *Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools*

Currently Federal regulations require contractors to provide a copy of the *Renovate Right* pamphlet to owners and occupants prior to starting work in pre-1978 housing.

Contractors must also provide the *Renovate Right* pamphlet to owners and operators of child-care facilities and schools built prior to 1978 and provide information to parents or guardians of children under age 6 that attend.

To learn more about the requirements and how to obtain copies of the pamphlet contact the National Lead Information Center at 1-800-424-LEAD (5323) or visit EPA's Web site at www.epa.gov/lead.

Tools and Supplies

- Barriers and signs
- Tape
- Stapler
- Heavy plastic sheeting
- Utility knife or scissors
- Wet/dry sandpaper, sanding sponge
- Misting bottle, pump sprayer
- Chemical stripper
- Power tools with high efficiency particulate air (HEPA) filter-equipped vacuum attachments
- Low-temperature heat gun
- Heavy-duty plastic bags
- HEPA vacuum cleaner
- Paper towels or disposable wipes
- Mop and disposable mop heads
- General-purpose cleaner
- Buckets
- Shovel and rake

Personal Protective Equipment

- Eye wear
- Painters' hats
- Gloves
- Coveralls
- Disposable shoe covers
- N-100-rated disposable respirator



Distributed by the Rockland County
Department of Health
Division of Public Health Promotion & Chronic
Disease Prevention
www.rocklandgov.com/health
www.facebook.com/rockhealth
www.twitter.com/rockhealth
(845) 384-2500

IT'S THE LAW

For All Renovation in Homes
Built Before 1978

**CONTRACTORS &
HOMEOWNERS**

Lead Safety During Renovation



1-800-424-LEAD (5323)
www.epa.gov/lead

As a contractor, you play an important role in protecting public health by helping prevent lead exposure. Ordinary renovation and maintenance activities can create dust that contains lead—even small amounts of lead can harm children and adults.

New Rules for Contractors

Beginning April 2010 contractors performing work that disturbs lead-based paint in homes, child care facilities, and schools built before 1978 must:

- Be EPA certified, and
- Follow specific work practices to prevent lead contamination.



To learn more about how you can meet these requirements contact the National Lead Information Center at 1-800-424-LEAD (5323) or visit www.epa.gov/lead.

Be prepared for these new requirements. Adopt the following simple practices and you can work safely with lead.

Talk to the Residents

- Explain the steps you will take to protect residents from lead:
 - Set up work areas that will not expose residents.
 - Minimize the dust.
 - Leave the work area clean.

When working in homes, child care facilities and schools built before 1978 you must provide the *Renovate Right* pamphlet to residents, or the facility operator before the job begins. You must also provide information to families whose children attend the child care facility or school.

Set Up Safe Work Areas

Select Appropriate Personal Protective Equipment

- Review the lead-safety shopping list contained in this pamphlet to determine what items you need to safely perform the work.
- Ensure your workers have appropriate eyewear, clothing, and respiratory protection for the job.

The Work Area Should Be Contained So That No Dust Or Debris Leaves the Work Area.

What To Do Inside:

- Use signs to keep residents and pets out of the work area.
- Remove furniture and belongings, or cover them securely with heavy plastic sheeting.
- Use heavy plastic sheeting to cover floors and other fixed surfaces like large appliances in the work area.
- When appropriate, use heavy plastic sheeting to separate the work area from the rest of the residence.
- Close and seal vents in the work area and, if necessary, turn off forced-air heating and air conditioning systems.

What To Do Outside:

- Mark off the work area to keep non-workers away.
- Cover the ground and plants with heavy plastic sheeting.
- Close windows and doors near the work area.
- Move or cover play areas near the work area.

Minimize the Dust

You Should Use Work Practices That Minimize Dust:

- Mist areas before sanding, scraping, drilling, and cutting.
- Score paint before separating components.
- Pry and pull apart components instead of pounding and hammering.
- Always use a shroud with HEPA vacuum attachment when using power tools and equipment.

Do Not Use These Dangerous Practices When Working With Lead-Based Paint:

- Open flame burning or torching.
- Sanding, grinding, planing, needle gunning, or blasting with power tools unless equipped with a shroud and HEPA vacuum attachment.
- Using a heat gun at temperatures greater than 1100°F.



Leave the Work Area Clean

On a Daily Basis You Should:

- Put trash and debris in heavy-duty plastic bags.
- Wrap waste building components, such as windows and doors, in heavy plastic sheeting and tape shut.
- Ensure everything, including tools, equipment, and even workers, are free of dust and debris before leaving the work area.
- HEPA vacuum the work area.
- Wash up and change out of work clothes before you and your workers go home. Remember, you do not want to bring lead-based paint dust home and expose your family.
- Remind residents to stay out of the work area.



When the Job Is Complete, You Should Also:

- Remove the plastic sheeting carefully, mist with water, fold dirty side in, tape shut, and dispose of it.
- HEPA vacuum all surfaces, including walls.
- Wash the work area with a general purpose cleaner.
- Check your work carefully for lead dust because hazardous amounts may be minute and not easily visible. If you see any dust or debris, then re-clean the area.
 - Perform a final clean-up check. Use disposable cleaning cloths to wipe the floor of the work area and compare them to a cleaning verification card to determine if the work area was adequately cleaned.
 - To order a cleaning verification card and detailed instructions visit our website at www.epa.gov/lead or contact the National Lead Information Center at 1-800-424-LEAD (5323).

These Simple Practices Ensure That Your Jobs Are Better, Cleaner, And Safer. Your Customers Will Notice The Difference.

To learn more about working safely with lead and upcoming requirements, contact the National Lead Information Center at 1-800-424-LEAD (5323) or visit EPA's Web site at www.epa.gov/lead.

REQUIREMENTS FOR BUILDING PERMIT APPLICATIONS

All Applications for Building Permits must include the following:

1. A percolation test is required, if the construction is to be on a vacant lot.
2. Four copies of plot plan to scale. Complete new structures and structures over 400 sq. ft. in size must have the name, address and seal of a licensed architect.
3. Three copies of cross-section detail showing:
 - a) size of footings and depth below finish grade.
 - b) complete treatment detail of underground area.
 - c) wall detail, studs, sheathing, siding insulation, and interior wall cover.
 - d) all heights from crawl space, basement or slab to roof rafters, including pitch of roof.
 - e) size of foundation walls, plate, wall joists, and rafters.
4. Three copies of floor plan, to scale, to include:
 - a) framing detail - type and size.
 - b) window and door placement - type and size.
5. Building or addition must conform with:
 - a) New York State Energy Conservation Construction Code.
 - b) New York State Building Construction Code.
 - c) New York State Fire Prevention Code.
 - d) New York State Fire Underwriters (Certificate).
6. No work is to be started until plans have been stamped as approved by the Building Department with the name and date.
7. Automatic Fire Alarms and Sprinkler Systems
 - a. Inspections by the Village of Hillburn's Building/Fire Inspector are required if an automatic fire alarm or sprinkler system are to be included in the construction or addition.
 - b. Floor plans must be submitted prior to installation of the system, showing specifications and locations of fire protection equipment and detectors.

- c. All systems shall be inspected and shall be installed in conformity with the specifications set forth by the National Fire Protection Association and the Village of Hillburn Fire Code.
 - d. Before final approval is granted on the system, the installing contractor shall furnish a written statement that the system has been installed in accordance with approved plans, N.F.P.A. regulations and tested in accordance with manufacturer's specifications.
 - e. All systems shall be tied in to an approved receiver at the Rockland County Fire Control Center.
 - f. Upon completion of the installation, an inspection and test of the entire system shall be made before final approval of the system. This test shall be performed satisfactorily before a Certificate of Occupancy or Certificate of Use is issued and at least two weeks before the building is occupied.
8. INSPECTIONS ARE REQUIRED - As listed on application.
(Inspection Request forms, supplied when permit is issued, must be filed)
Builder to request inspection via Village Clerk at 357-2036 three working days (72 hours) prior to actual inspection.

VILLAGE OF HILLBURN
Rockland County, N.Y.

Name of Municipality Village of Hillburn Date _____

Project Name: _____

Tax Map Designation:	
Section _____	Block _____ Lot _____
Location: _____	
Zoning District _____	Acreage _____
Verified by Assessors Office:	
Date _____	By _____
Permit Information:	
Permit No. _____	Date _____
Renewed _____	Fee _____
Check Amount _____	Receipt # _____
Check # _____	
Inspector _____	
Rockland County Home Improvement - please submit a copy of license	
Workman's Compensation Carrier - please submit a copy of the policy	

Applicant: _____ **Phone #** _____

Address _____

Street Name & Number (Post Office) State Zipcode

Property Owner: _____ **Phone #** _____

Address _____

Street Name & Number (Post Office) State Zipcode

Lessee: _____ **Phone #** _____

Address _____

Street Name & Number (Post Office) State Zipcode

Contact Person: _____ **Phone #** _____

Address _____

Street Name & Number (Post Office) State Zipcode

Engineer: _____ **Phone #** _____

Address _____

Street Name & Number (Post Office) State Zipcode

Architect: _____ **Phone #** _____

Address _____

Street Name & Number (Post Office) State Zipcode

Surveyor: _____ Phone # _____

Address _____

Street Name & Number

(Post Office)

State

Zipcode

Builder/General Contractor: _____

Address _____

Street Name & Number

(Post Office)

State

Zipcode

Location: _____

Street Name & Number

(Post Office)

State

Zipcode

Estimated Construction Value _____ (\$)

Existing and/or proposed use of structure or land: _____

Project Description: _____

Required Inspections of Construction . . . YOU MUST CALL FOR THESE

Other inspections will be made in most cases, but those listed below must be made or Certificate of Occupancy may be withheld. Do not mistake an unscheduled inspection for one of those listed below. Unless a card is left on the job indicating approval of one of these inspections, it has not been approved and it is improper to continue beyond that point in the work. Any disapproved work must be re-inspected after correction. Call ahead for all inspections.

1. **Footing Forms** - when excavation is complete and forms are in place (before pouring). Rebar in place, hooked at all corners.
2. **Foundation** - check here for waterproofing, type of block footing drains, insulation as needed.
3. **Plumbing under slab** - cast iron, copper, etc.
4. **Gravel under slab** - (usually combined with #3.) Check for insulation as per Energy Code.
5. **Plumbing Rough-In** - all work that will be covered must be installed at this time.
6. **HVAC Rough-In** - all work that will be covered must be installed at this time.
7. **Frame** - call when the frame is complete including fire stop, bridging, collar ties, etc., before it is covered from inside with insulation.
8. **Insulation** - tabs to be stapled on outer part of stud to form vapor barrier.
9. **Plumbing final** - this can be combined with final. All fixtures to be installed.
10. **In garage where appropriate** - fire rated sheet rock to be inspected before

11. **Rough grading** - all surface water should be directed away from the building to an approved outlet; street, lawn, inlet, drainage swale, etc. This can be combined with final.
12. **FINAL** - Complete application for Certificate of Occupancy, produce certified plot plan or as-built survey including outlet for footing drains to positive outflow. Provide Fire Underwriters Certificate. Building must be essentially completed with all utilities working. Produce final approvals as applicable, Rockland County Health Department, i.e., septic, wells, etc.

If a Demolition Permit please submit the following:

(In addition to compliance with Chapter 7 of the Hillburn Code)
The following items must be presented to the municipality before demolition can occur.

1. Asbestos abatement survey by a licensed practitioner.
2. Letter from a utility company that the gas and electric have been turned off.
3. A notice from the Rockland County Health Department that the premises has been baited for rodents and vermin.
4. Approval from the municipal engineer/Department of Environmental Control - Rockland County Sewer District for sealing of sewer line.

BULK

Zone	Group		Use
	Required	Existing	Proposed
Floor area ratio _____			
Lot area _____			
Lot Width _____			
Front yard depth _____			
Front yard setback _____			
Side yard depth _____			
Total width both _____			
Side yards _____			
Rear yard depth _____			
Maximum building height in feet and inches per foot of distance from lot line			

SIZE OF BUILDING

	Existing	Proposed	Completed
Square feet floor area _____			
Front in feet _____			
Rear in feet _____			
Maximum depth in feet _____			
Number of stories _____			

OFFICIAL USE ONLY

Permit Granted for: _____

Date _____
Permit # _____
Building Inspector

Fee :

Application Rejected :

Reason _____

AFFIDAVIT - Property Owner

State of New York)
County of Rockland) SS.:
Town/Village of _____)

I, _____, being duly sworn, deposes and says that _____ is the owner in fee of the premises to which this application applies; that he (the applicant) is duly authorized to make this application and that the statements contained in the papers submitted herein are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith, and in accordance with the State Uniform Building Code and all other applicable laws, ordinances and regulations of the municipality. I also declare that the structure or area described in this application will not be occupied or used until I have obtained a Certificate of Occupancy.

Mailing Address

SWORN to before me this

_____ day of _____

Notary Public



DAVID A. PATERSON
GOVERNOR

WORKERS' COMPENSATION BOARD
20 PARK STREET
ALBANY, NY 12241
(518) 408-0469



ZACHARY S. WEISS
CHAIR

October 27, 2008

Dear Government Official:

Workers' compensation law (WCL) requires the heads of all municipal and state entities to ensure that businesses applying for permits, licenses, or contracts have appropriate workers' compensation and disability benefits insurance coverage. This requirement applies to both original issuances and renewals, whether the governmental agency is having the work done or is simply issuing the permit, license or contract.

An instruction manual that will further clarify the requirements, including instructions for a new CE-200 exemption form that becomes effective on Dec. 1, 2008, is available to download at the Workers' Compensation Board's website, www.wcb.state.ny.us. Once you are on the website, click on *Employers/Businesses*, then *Business Permits/Licenses/Contracts*; from there, click on *Instruction Manual for Businesses Obtaining Permits/Licenses/Contracts*.

Government officials without access to the web may call (518) 486-6307 to have a copy of this instruction manual mailed to them. I encourage you to obtain one for your records.

Also included in the instruction manual is a copy of General Municipal Law Section 125 that requires all applicants to provide proof of workers' compensation compliance when applying for a Building Permit.

Ensuring that businesses receiving permits, licenses or contracts from municipal and state agencies comply with the WCL protects both injured workers and employers. In addition, such oversight helps to level the playing field, by strictly enforcing the requirement that all businesses maintain mandatory insurance coverage. Municipal and state agency cooperation is a critical component of encouraging business compliance.

Please note that ACORD forms are NOT acceptable proof of New York State workers' compensation or disability benefits insurance coverage.

Form WC/DB-100 Will Be Retired

Form WC/DB-100, currently used to demonstrate exemption from workers' compensation and/or disability benefits insurance, will be retired on Dec. 1, 2008. Accordingly, a WC/DB-100 stamped prior to Dec. 1, 2008 cannot be used as proof of exemption for new or renewed permits, licenses or contracts issued by government agencies after that date. Instead, Form CE-200, which replaces Form WC/DB-100, must be used for applicants seeking exemptions starting on Dec. 1, 2008.

New Form CE-200

Form CE-200 reflects a new process for granting exemptions from workers' compensation and disability benefits insurance coverage requirements. Historically, the WC/DB-100 exemption forms were valid for multiple permits, licenses or contracts where the applicant applied, had to be notarized, and had to be stamped by the New York State Workers' Compensation Board.

multiple permits, licenses or contracts for which the applicant applied. Further, exemptions no longer have to be notarized, nor do they have to be stamped by the NYS Workers' Compensation Board. (Government agencies may continue to use insurance and self-insurance certificates for multiple permits, licenses or contracts issued to a specific legal entity during the coverage period listed on insurance/self-insurance related certificates).

Starting Dec. 1, 2008, only applicants eligible for exemptions must file a new CE-200 for each and every new or renewed permit, license or contract issued by a government agency. Each CE-200 will specifically list the issuing government agency and the specific type of permit, license or contract requested by the applicant. Applicants for building permits will also need to supply additional information including identifying the specific job location and the estimated cost of the project.

Please ensure that Form CE-200 is signed and dated by the applicant. Each CE-200 will have a certificate number printed on it. You can verify if the CE-200 provided to you by the applicant was actually issued by the Workers' Compensation Board by checking on the Board's website.

The majority of these forms will be processed electronically. Applicants will be able to fill out the CE-200 on-line and upon completion, print out a copy of the CE-200 that they will then submit. Computers with internet access are available for CE-200 electronic application processing at Customer Service Centers located in Workers' Compensation Board District Offices across the state. Applicants without access to a computer may obtain a paper application by writing or visiting any Workers' Compensation Board district office.

Please see page 12 of the instruction manual for a description of the process related to the CE-200. A sample copy of the new Form CE-200 is enclosed.

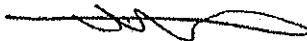
Other Important Highlights

Form BP-1 is the only form that municipal and state agencies may now reproduce themselves and distribute as part of this process. The instruction manual will identify where applicants may obtain the other forms used to enforce these sections of the Workers' Compensation Law. Please ensure that the legal entity name and the Federal Employer Identification Number (FEIN) on certificates of insurance, self-insurance, or attestation for exemption exactly matches the legal entity name and FEIN of the applicant applying for the permit, license or contract that you are issuing.

Please notify the permit-issuing, license-issuing and contract-making agencies or departments within your jurisdiction of these requirements so that they may comply with the Workers' Compensation Law. If you have any questions or require additional information, please call Steve Carbone of the NYS Workers' Compensation Board, Bureau of Compliance at (518) 486-6307.

Thank you for your continued support of the Board.

Sincerely,



Zachary Weiss
Chair

enclosure

Workers' Compensation Forms

Applicant Instructions for Form CE-200 – Effective December 1, 2008

Form CE-200 reflects a totally new process for granting exemptions from workers' compensation and disability benefits insurance coverage requirements. Effective December 1, 2008, **exemptions** will no longer be valid for multiple permits, licenses or contracts for which the applicant applied. Further, exemptions no longer have to be notarized; nor do they have to be stamped by the NYS Workers' Compensation Board. (Please note that **government agencies may continue to use insurance and Self-Insurance certificates** for multiple permits, licenses or contracts issued to a specific legal entity during the coverage period listed on insurance/self-insurance related certificates).

Starting December 1, 2008, ONLY applicants eligible for **exemptions** must file a **new CE-200 for each and every** new or renewed permit, license or contract issued by a government agency. Each CE-200 will specifically list the issuing government agency and the specific type of permit, license or contract requested by the applicant. Applicants for building permits will also need to supply additional information including identifying the specific job location and the estimated cost of the project.

Please ensure that the legal entity name on Form CE-200 exactly matches the legal entity name that is applying for the permit, license or contract. Please also ensure that the applicant signs and dates Form CE-200.

Each CE-200 will have a certificate number printed on it. Form CE-200s may be verified on the Board's web site at www.wcb.state.ny.us.

The applicant attests under penalty of perjury that the information contained in the CE-200 is accurate – the Board does not initially verify this information. However, Board staff may investigate applicants filing Form CE-200.

Government agencies have the authority to verify that the business is eligible for the workers' compensation and/or disability benefits exemption reason described on the CE-200 and notify the Board's investigative staff if there are discrepancies. For example, if you are applying for a license for a 150 seat restaurant and indicate on the CE-200 exemption form that you are a sole proprietor with no employees, this may indicate a problem.

To make this process as easy and as efficient as possible for business owners, the vast majority of these forms will be processed electronically on-line. Applicants having access to the internet will be able to fill out the CE-200 on the internet and **immediately upon completion, be able to print out a hard copy of the CE-200** that they will then submit to the government agency issuing the permit, license or contract. Computers with internet access will also be available for CE-200 electronic application processing at Customer Service Centers located in Workers' Compensation Board District Offices.

Filling out the electronic Form CE-200 on the internet is very similar to filling out a hotel reservation request on the internet for frequent travelers. Applicants will be issued a pin number and a password so that they can easily access

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. This delay results from Workers' Compensation Board staff having to manually enter information from the applicant's paper application into the web based application.

Employees of the Workers' Compensation Board cannot assist applicants in answering questions about this form. Please contact an attorney if you have any questions regarding Form CE-200.

However, if you have questions regarding workers' compensation coverage requirements, please call the Bureau of Compliance at (866) 298-7830.



****This form cannot be used to waive the workers' compensation rights or obligations of any party.****

The applicant may use this Certificate of Attestation of Exemption **ONLY** to show a government entity that New York State specific workers' compensation and/or disability benefits insurance is not required. The applicant may **NOT** use this form to show another business or that business's insurance carrier that such insurance is not required.

Please provide this form to the government entity from which you are requesting a permit, license or contract. This Certificate will not be accepted by government officials one year after the date printed on the form.

<p align="center">In the Application of (Legal Entity Name and Address):</p> <p>JOHN SMITH 123 MAIN STREET ALBANY, NY 12207 111-111-1111 Federal ID Number: XXXXX6789</p>	<p align="center">Business Applying For: BUILDING PERMIT</p> <p>From: CITY OF ALBANY, DEPT OF BUILDING AND CODES</p> <p>The location of where work will be performed is 123 ACME AVENUE, ALBANY, NY 12203.</p> <p>Estimated dates necessary to complete work associated with the building permit are from October 14, 2008 to March 31, 2009.</p> <p>The estimated dollar amount of project is \$25,001 - \$50,000</p>
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Workers' Compensation Exemption Statement:

The above named business is certifying that it is **NOT REQUIRED TO OBTAIN NEW YORK STATE SPECIFIC WORKERS' COMPENSATION INSURANCE COVERAGE** for the following reason:

The business is owned by one individual and is not a corporation. Other than the owner, there are no employees, day labor, leased employees, borrowed employees, part-time employees, unpaid volunteers (including family members) or subcontractors.

Disability Benefits Exemption Statement:

The above named business is certifying that it is **NOT REQUIRED TO OBTAIN NEW YORK STATE STATUTORY DISABILITY BENEFITS INSURANCE COVERAGE** for the following reason:

The business is owned by one individual or is a partnership (LLC, LLP, PLLP or a RLLP) under the laws of New York State and is not a corporation; or is a one or two person owned corporation, with those individuals owning all of the stock and holding all offices of the corporation (in a two person owned corporation, each individual must be an officer and own at least one share of stock) or is a business with no NYS location. In addition, the business does not require disability benefits coverage at this time since it has not employed one or more individuals on at least 30 days in any calendar year in New York State. (Independent contractors are not considered to be employees under the Disability Benefits Law.)

I, JOHN SMITH, am the Sole Proprietor with the above-named legal entity. I affirm that due to my position with the above-named business I have the knowledge, information and authority to make this Certificate of Attestation of Exemption. I hereby affirm that the statements made herein are true, that I have not made any materially false statements and I make this Certificate of Attestation of Exemption under the penalties of perjury. I further affirm that I understand that any false statement, representation or concealment will subject me to felony criminal prosecution, including jail and civil liability in accordance with the Workers' Compensation Law and all other New York State laws. By submitting this Certificate of Attestation of Exemption to the government entity listed above I also hereby affirm that if circumstances change so that workers' compensation insurance and/or disability benefits coverage is required, the above-named legal entity will immediately acquire appropriate New York State specific workers' compensation insurance and/or disability benefits coverage and also immediately furnish proof of that coverage on forms approved by the Chair of the Workers' Compensation Board to the government entity listed above.

SIGN HERE	Signature:	Date:
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Exemption Certificate Number

2008-00197

Received

October 2, 2008