

**THIS APPLICATION MUST BE FILLED PRIOR  
TO THE ISSUANCE OF THE PERMIT**

Name \_\_\_\_\_

Permit No. \_\_\_\_\_

Phone No. \_\_\_\_\_

Estimated Price \_\_\_\_\_

Date Examined \_\_\_\_\_

Date Approved \_\_\_\_\_

**INSTRUCTIONS**

- 1. This application must be completely fill out and submitted to the Code Enforcement Officer.**
- 2. Plot plan showing location of lot and of building on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout or property, must be drawn on the diagram which is part of this application.**
- 3. THIS APPLICATION MUST BE ACCOMPANIED BY A COMPLETE SET OF PLANS SHOWING PROPOSED CONSTRUCTION AND A COMPLETE SET OF SPECIFICATIONS. Plans and specifications shall describe the nature of the work to performed, the materials and equipment to be used and installed and details of structural, mechanical, electrical and plumbing instructions.**
- 4. The work covered by this application may not be commenced before the issuance of a Building Permit.**
- 5. Upon approval of this application, the Town Clerk will issue a Building Permit to the applicant together with approved set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises of the Town Clerk available for inspection throughout the progress of the work.**
- 6. No building shall be occupied or used in whole or part for any purpose whatever until a Certificate of Occupancy or Certificate of Compliance shall have been granted by the Code Enforcement Officer.**

- 7. Building Permits shall expire (18) months form date of issuance.**
- 8. It shall be the responsibility of the owner, applicant, or his agent, to inform the Code Enforcement Officer that the work is ready for inspection and to schedule such inspection before the work is enclosed or covered.**

**APPLICATION IS HERBY MADE for the issuance of a Building Permit Pursuant to the New York State Building Construction Code for the Construction of buildings, additions or alterations, or for removal or Demolition ass herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.**

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**Signature of Applicant**

- A. State whether applicant is owner, lessee, agent, architect, engineer or  
**Builder:** \_\_\_\_\_.
  
- B. Name and Address of owner of premises: \_\_\_\_\_  
 \_\_\_\_\_
  
- C. If applicant is a corporation, Name, Address, Signature and Title of duty  
**Authorized officer:** \_\_\_\_\_  
 \_\_\_\_\_
  
- D. Location of land on which proposed work will be done.  
**Map No.** \_\_\_\_\_ **Section** \_\_\_\_\_  
**Block** \_\_\_\_\_ **Lots** \_\_\_\_\_  
**Number of Acres** \_\_\_\_\_
  
- E. State existing use and occupancy of premises and intended use and  
**Occupancy or proposed construction:**
  - a. Existing use of property & premises \_\_\_\_\_
  - b. Intended use of property & premises \_\_\_\_\_
  
- F. Nature of work (check which is applicable).  
**Demolition** \_\_\_\_\_ **New House** \_\_\_\_\_ **Garage** \_\_\_\_\_  
**Barn** \_\_\_\_\_ **Mobile Home** \_\_\_\_\_ **Modular Home** \_\_\_\_\_  
**Storage Building With No Foundation** \_\_\_\_\_ **Deck** \_\_\_\_\_  
**Porch** \_\_\_\_\_ **Fireplace** \_\_\_\_\_ **Wood Stove** \_\_\_\_\_
  
- G. If dwelling, number of dwelling units \_\_\_\_\_. Number of units on each  
**Floor** \_\_\_\_\_. If garage, number of cars \_\_\_\_\_.
  
- H. If business, commercial or mixed occupancy, specify nature and extent of  
**Each type of use** \_\_\_\_\_
  
- I. Dimensions of existing structures, if any: **Front** \_\_\_\_\_ **Rear** \_\_\_\_\_  
**Depth** \_\_\_\_\_ **Height** \_\_\_\_\_ **Number of Stories** \_\_\_\_\_
  
- J. Dimensions of entire new construction **Front** \_\_\_\_\_ **Rear** \_\_\_\_\_  
**Depth** \_\_\_\_\_ **Height** \_\_\_\_\_ **Number of Stories** \_\_\_\_\_
  
- K. Size of Lot: **Front** \_\_\_\_\_ **Rear** \_\_\_\_\_ **Depth** \_\_\_\_\_. Does front of  
**Property face:** **North** \_\_\_\_\_ **East** \_\_\_\_\_ **South** \_\_\_\_\_ **West** \_\_\_\_\_

**L. Zone or Use District in which premises situated \_\_\_\_\_.**

**M. Does proposed construction violate any Zoning Law, Ordinance or Regulation \_\_\_\_\_?**

**N. Name, Address and Phone No. of Architect: \_\_\_\_\_**  
\_\_\_\_\_

**Name, Address and Phone No. of Contractor: \_\_\_\_\_**  
\_\_\_\_\_

**O. Will electrical work be inspected by, and a Certificate of Approval be Obtained from the New York Board of Fire Underwriters or other Agency or Organization? If so, specify: \_\_\_\_\_.**

**P. Does proposed work require a Zone Change, Special Permit, Variance or Subdivision Approval? If so, specify: \_\_\_\_\_**

## **PLOT DIAGRAM**

**Locate clearly and distinctly all buildings, whether existing or proposed, and indicate all set back dimension from property lines. Give Lot and Block numbers or Description according to deed, and show street names `and indicate whether interior or corner lot.**

**STATE OF NEW YORK**  
**COUNTY** \_\_\_\_\_

\_\_\_\_\_ being duly sworn disposed and says that he  
(Name of individual signing application) disposes and says that he is the applicant  
named above. He is the \_\_\_\_\_ (Contractor, Agency,  
Corporate Officer, etc) of said owner or owners, and is duly authorized to perform or have performed the said work  
and to make and file this application; that all statements contained in this application 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 herewith.

Sworn to before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Applicant

**NOTICE TO APPLIANT**

- A. All documents submitted in support of this application must comply with applicable provisions of Sections 7209 and 7307 of the New York State Education Law.**
- B. Before a Building permit will be issued, the builder or, in case of plans specifications governed by Sections 7209 and 7307 or the New York State Education Law, a licensed professional engineer or licensed architect, must certify that the plans and specifications submitted herewith comply with all applicable provisions of the New York Fire Building Code (New York Executive Law Article 18) and New York State Executive Law Article 18-A).**
- C. No Certificate of Occupancy or Certificate of Compliance will be issued until Both the owner and builder of the structure certify that the building was Constructed in accordance with the plans and specifications submitted herewith, and in compliance with all applicable provisions of the New York State Building and Fire Prevention Code.**

**\*CERTIFICATION\***

**I, \_\_\_\_\_, hereby certify that the plans and specification Submitted herewith are in compliance with all applicable provisions of the New York State Building Code (New York State Executive Law Article 18) and New York State Fire Prevention Code (New York State Executive Law Article 18-A).**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Title**

**Sworn to before me this \_\_\_\_\_  
Day of \_\_\_\_\_, 19\_\_\_\_**

\_\_\_\_\_  
**Notary Public or Witness**

**\*\* To be completed by the Builder or, in the case of plans and specifications governed by Sections 7209 and 7307 of the New York Education Law, by a licensed professional engineer or licensed architect.**

## Coverage for a 1,2,3 or 4 Family, Owner-occupied Residence

Under penalty of perjury, I certify that I am the owner of the 1,2,3 or 4 family, owner-occupied residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- I am performing all the work for which the building permit was issued.
- I am not hiring, paying or compensating in any way, the individual(s) that is (are) performing all the work for which the building permit was issued or helping me perform such work.
- I have a home owner's insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- ◆ acquire appropriate worker's compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Worker's Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit; OR
- ◆ have the general contractor, performing the work on the 1, 2, 3 or 4 family, owner--occupied residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of worker's compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Worker's Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for the work indicated on the building permit.

\_\_\_\_\_  
(Signature of Homeowner)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Homeowner's Name Printed)

Home Telephone Number \_\_\_\_\_

Property Address that requires the building permit:

Sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_,

\_\_\_\_\_  
(County Clerk or Notary Public)

NAME \_\_\_\_\_ PERMIT NO. \_\_\_\_\_ FEE \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TAX MAP NUMBER \_\_\_\_\_ NATURE OF WORK \_\_\_\_\_

**\*\*INSPECTION RECORD\*\***

<b>Inspected For</b>	<b>O.K.</b>	<b>Hold Up</b>	<b>Date</b>	<b>Inspector</b>	<b>Comments</b>
<b>Site Preparation</b>	( )	( )	_____	_____	_____
<b>Footing</b>	( )	( )	_____	_____	_____
<b>Foundation</b>	( )	( )	_____	_____	_____
<b>Framing</b>	( )	( )	_____	_____	_____
<b>Insulation</b>	( )	( )	_____	_____	_____
<b>Heating, Plumbing Septic</b>	( )	( )	_____	_____	_____
<b>Fire Safety Inspection &amp; Housing Maintenance</b>	( )	( )	_____	_____	_____
<b>Electrical Inspection</b>	( )	( )	_____	_____	_____

**Certificate of Occupancy**

**Issue Date** \_\_\_\_\_