

Owner:		Cell Phone:	Application # Residential / Commercial Permit Type
Project Address:		Home Phone:	
Town:	Zip:	Work Phone:	
Agent Name & Address (if other than owner)		Agent Phone:	
Property ID		Estimated cost: All labor & material	
Sheet _____ Block _____ Lot _____			

Project Description:

Contractor (Insurance documents must match contractors name)			Contact Name:	
Address:			Cell Phone:	Other Phone:
Town:	State:	Zip:	Email	

Architect/Engineer (if required)			Contact Name:	
Address:			Cell Phone:	Other Phone:
Town:	State:	Zip:	Email	

For Office Use Only		
Date: _____	Review by / Referred to:	Permit No. _____
Fees:	☐ Town Engineer	Variance required - Yes ☐ No ☐
☐ BP _____	☐ WCDOH	☐ ZBA variance _____
☐ CO _____	☐ Wetlands	☐ ZBA Special Permit _____
☐ CC _____	☐ Local	☐ DOS Variance _____
☐ WCDOH Letter _____	☐ DEC	☐ Disability Insurance
☐ Town Eng Escrow _____	☐ Highway	☐ Worker's Compensation Insurance
	☐ Water District	☐ West. Cty. Home Improvement License
	☐ Historic Preservation	☐ APRL Waiver
	☐ Planning Board	☐ Violation(s) of record

The following Climatic & Geographic Design Criteria shall be assumed to be the minimum standards for design of the proposed work and shall be so noted on the drawings/specifications submitted herewith. The criteria are taken from **R301.2** in the **2025 RCNYS** as provided by jurisdiction

GROUND SNOW LOAD	WIND DESIGN				SEISMIC DESIGN CATAGORY	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP	ICE BARRIER UNDERLAYMENT REQUIRED	FLOOD HAZARDS	AIR FREEZING INDEX	MEAN ANNUAL TEMP
	Speed (MPH)	Topographic effects	Special wind region	Wind- borne debris zone		Weathering	Frost line depth	Termite					
30 psf	115	NO	NO	NO	B	SEVERE	42"	MODERATE TO HEAVY	15 DAY	YES	4/24/84 REV 11/1/07	1500	48.5°

ENGINEER/ARCHITECT/DESIGN PROFFESIONAL TO COMPLETE THIS SECTION

Class of work: New		Addition		Renovation		Move		Remove		Zoning District			
Change of use? Yes ☐		No ☐		USE GROUP		Existing Use Group		Proposed Use Group-					
ZONING		REQUIRED		EXISTING		PROPOSED		OPERABLE CODE					
LOT AREA						☐		2025 ☐		2025		2025	
LOT WIDTH								RC NYC		BC NYS		EBC NYS	
FRONT YARD								CONSTRUCTION CLASSIFICATION					
REAR YARD								1A ☐ 1B ☐ 2A ☐ 2B ☐ 3A ☐ 3B ☐ 4 ☐ 5A ☐ 5B ☐					
SIDE YARD								LOT IS					
BLD. COVERAGE								CONFORMING ☐ NON-CONFORMING ☐					
DEV. COVERAGE								OCCUPANCY CLASSIFICATION					
BLDG HEIGHT		35FT MAX											
F. A. R.													
SIZE OF STRUCTURE													
				EXISTING		PROPOSED ADDITIONAL SF.		TOTAL					
Crawl Space													
BASEMENT													
1 ST FLOOR													
2 ND FLOOR													
3 RD FLOOR													

By signing the building permit application, applicant agree's to comply with the following:

- Building permits are only valid for 12 months and then must be renewed if the project is not complete in that time.
- Permitted work shall be required to remain accessible and exposed until inspected and accepted by the Building Inspector.
- Permit holders shall be required to notify the Building Inspector when construction work is ready for inspection. All inspections should be scheduled a minimum of 48 hours in advance.
- All work shall be performed in accordance with the construction documents submitted and accepted as part of the application. The Building Inspector shall be notified immediately in the event of changes occurring during construction.
- It is illegal to use/occupy any building without first receiving a Certificate of Occupancy (C.O.) or Certificate of Compliance (C.C.) from the Building Inspector after passing all of the required Inspections and complying with the Building Codes.
- APPROVED COPY OF PLANS AND INSPECTION SCHEDULE MUST BE ON SITE AT TIME OF OUR INSPECTION.

Owners Signature Date		Agent Signature (if applicable) Date	
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Owner must sign application or provide letter of authorization for Agent