

Building Permit ApplicationBUILDING PERMIT **Nº**

READ INSTRUCTIONS ON REVERSE BEFORE COMPLETING THIS APPLICATION

1/ APPLICANT'S NAME _____		DAYTIME PHONE NO. () —	
STREET ADDRESS _____	CITY _____	STATE _____	ZIP CODE _____
2/ APPLICANT IS (CHECK ONE OR MORE): ☐ PROPERTY OWNER ☐ GENERAL CONTRACTOR ☐ OTHER (specify): _____			
3/ PROVIDE PROJECT LOCATION INFORMATION FOR THE FOLLOWING:			
A — COUNTY _____	D — STREET ADDRESS OR DIRECTIONS _____		
B — CITY, TOWN, VILLAGE _____			
C — TAX MAP NO. (Check with Assessor) _____			
4/ PROVIDE NAMES, ADDRESSES AND TELEPHONE NUMBERS FOR INDIVIDUALS NAMED BELOW (USE ADDITIONAL SHEETS, IF NEEDED):			
A — PROPERTY OWNER	B — ARCHITECT AND/OR ENGINEER, IF ANY	C — GENERAL CONTRACTOR BUILDER	
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.....			
5/ CONTRACTOR INSURANCE — WORKERS' COMPENSATION AND DISABILITY BENEFITS SECURED BY CONTRACTOR ☐ YES ☐ NO ☐ NO WAGES TO BE PAID			
6/ PROJECT COST ESTIMATE (SEE INSTRUCTIONS)			
7/ CHECK ALL BOXES THAT APPLY TO THE NAMED PROJECT:			
A — NATURE OF WORK —			
☐ NEW HOUSE/BLDG.	☐ GARAGE, CARPORT	☐ ADDITION	☐ CHANGE OF USE
☐ MOBILE HOME	☐ STORAGE SHED	☐ ALTERATION	☐ DEMOLITION
☐ MANUFACTURED HOME	☐ SWIMMING POOL	☐ RELOCATION	
B — CONSTRUCTION CLASS —			
☐ TYPE 1 FIRE RESISTIVE	☐ TYPE 3 HEAVY TIMBER	☐ TYPE 5 WOOD FRAME	
☐ TYPE 2 NONCOMBUSTIBLE	☐ TYPE 4 ORDINARY	☐ UNKNOWN	
C — OCCUPANCY USE CLASSIFICATIONS —			
☐ A1 ONE-FAMILY DWELLING	☐ B1 MULTIPLE DWELLING APARTMENTS	☐ C1 BUSINESS	☐ C5 ASSEMBLY
☐ A2 TWO-FAMILY DWELLING	☐ B2 MULTIPLE DWELLING HOTEL/MOTEL	☐ C2 MERCANTILE	☐ C6 INSTITUTIONAL
	☐ B3 MULTIPLE DWELLING SR. CITIZEN	☐ C3 INDUSTRIAL	☐ C7 MISCELLANEOUS
	☐ B4 MULTIPLE DWELLING ADULT RESIDENTIAL CARE	☐ C4 STORAGE	
8 A — IS THE SITE WITHIN A FLOOD PLAIN? ☐ YES ☐ NO			
B — IS THE SITE IN WHOLE OR IN PART A DESIGNATED WETLAND? ☐ YES ☐ NO			
C — "X" ALL OF THE FOLLOWING THAT DESCRIBE THE PROVISIONS FOR WATER AND SEWER:			
☐ PUBLIC WATER SYSTEM	☐ NEW PRIVATE WELL	☐ PRIOR EXISTING PRIVATE WELL	☐ OTHER:
☐ PUBLIC SEWER SYSTEM	☐ NEW SEPTIC SYSTEM	☐ PRIOR EXISTING SEPTIC SYSTEM	
9/ WHAT WILL BE THE METHOD OF PROVIDING HEAT?			
PRIMARY: _____		; SECONDARY: _____ ; ☐ NONE	
10/ PLANS ARE (SEE INSTRUCTIONS)			
☐ ENCLOSED/ATTACHED ☐ SHIPPED SEPARATELY ☐ NOT SUPPLIED			
11/ HAS ANY WORK COVERED BY THIS APPLICATION BEEN STARTED OR COMPLETED? ☐ YES ☐ NO			
• IF YES, READ INSTRUCTIONS CAREFULLY AND ATTACH A DESCRIPTION AND EXPLANATION			

APPLICANT CERTIFICATION — I hereby certify that I have read the Instructions and examined this application and know the same to be true and correct. All provisions of laws and ordinances covering this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or land use or the performance of construction.

Signature of Applicant/ **X**
Authorized Agent

Date _____

CONSULT INSTRUCTIONS ABOUT APPROPRIATE FEE, REQUIRED PLANS AND MAILING DIRECTIONS.

Amount Received: \$ _____

BUILDING PERMIT APPLICATION INSTRUCTIONS

This form applies only within communities where the Department of State (DOS) enforces the Uniform Fire Prevention and Building Code (Uniform Code). Consult your local government officials to see if a zoning or other special permit is also required. Application procedure regulations are contained in Part 442, Title 19 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR); copies of which are available upon request. A permit will be issued when it is determined that the application is complete and the proposed work conforms to the requirements of the Uniform Code. The authority conferred with the permit may be limited by conditions. The Department of State must be notified of any changes to information contained in the application during the period for which a permit is in effect.

A BUILDING PERMIT IS REQUIRED BEFORE commencing construction or other improvement, removal or demolition of any building or structure (including auction barns, farm residences and other such structures) except as noted below; and BEFORE the installation of heating equipment.

A BUILDING PERMIT IS NOT REQUIRED for necessary repairs which do NOT involve material alteration of structural features, plumbing, electrical or heating/ventilation systems; for agricultural buildings such as dairy barns and poultry houses; for erecting fences, constructing non-commercial storage facilities under 140 sq. ft.; and for replacing roofing or siding materials.

ITEM INSTRUCTIONS FOR THE APPLICATION: (Items not listed are self explanatory. For further assistance, contact one of the offices listed below.)

3C. The tax map or property ID number can be obtained from the local assessor, by consulting the appropriate tax map, or through your county real property tax office. A Certificate of Occupancy will not be issued without this number.

5. Workers' compensation and disability benefits are necessary if wages are to be paid to anyone working on the project.

6. Project cost includes the material and labor costs associated with project work. Not included are architect, attorney, engineer or other fees and land acquisition costs. If the project involves the installation of a mobile or factory manufactured home, do not include the purchase price of the unit. Project costs do include direct costs for wells, septic systems, electrical hook-ups, foundation systems, etc.

7. If unsure of class, check off UNKNOWN or refer to Part 701, 19 NYCRR. Most new single family homes are wood frame construction.

8. Your Town Clerk may be able to help you determine if the project site is in a flood plain or is designated as a wetland. If not, contact the nearest NYS Department of Environmental Conservation.

9. Enter Oil Hot Air, Oil Hot Water, Electrical Baseboard, Wood, etc., as appropriate.

10. THREE SETS of plans and specifications describing the proposed work are to be submitted with the application, in ac-

cordance with the State Education Law, Sections 7307 and 7209. The original seal and signature of a licensed and registered architect or professional engineer must be affixed to ALL plans submitted; except residential buildings under 1,500 sq. ft. of living area, OR for alterations costing under \$10,000. Plans should include site work and landscaping, elevations, sections, dimensions and schedules.

11. Undertaking activity that requires a building permit prior to obtaining such a permit is prohibited. In considering what action, if any, to take in specific cases, the Department will evaluate violations based on prior experience with the applicant and other relevant factors.

~~FEES FOR IMPLEMENTATION OF CONSTRUCTION CODE~~

~~(not including electrical inspections)~~

~~Fees will be based on the local building construction factor.~~

Up to \$2,000	\$50.00
\$2,001 to \$25,000	\$50.00 for the first \$2,000 plus \$3.00 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$125.00 for the first \$25,000 plus \$3.00 for each additional \$1,000 or fraction thereof.
\$50,001 to \$100,000	\$200 for the first \$50,000 plus \$1.00 for each additional \$1,000 or fraction thereof.
\$100,000 to \$500,000	\$300.00 for the first \$100,000 plus \$1.00 for each additional \$1,000 or fraction thereof.
\$500,001 to \$1,000,000	\$700 for the first \$500,000 plus \$1.00 for each additional \$1,000 or fraction thereof.
Excess of \$1,000,000	To be negotiated by Town Board.

All inspections required for mobile home installations regardless of the cost of installation	\$60.00
Applications for inspections of mobile home (tie down, anchoring only) on existing site	\$25.00
Installation of swimming pools	\$60.00
Septic Systems - Installation inspection without dwelling inspection	\$60.00
With dwelling inspection	\$45.00

Renewing Permits: In the event that a building permit must be renewed, a fee equal to 50% of the original building permit fee will be charged prior to re-issuance of the permit.

OTHER INSPECTIONS AND FEES RELATED TO BUILDING CONSTRUCTION
Any inspection requested outside of normal business hours will be billed at the rate of \$15.00 per hour (minimum charge for 2 hours) in addition to permit fee.

In the event that an application for a building permit is not approved, the applicant shall be entitled to a refund of 50% of the fee paid, provided no work has been commenced. If work has commenced and the application is not approved, the fees paid shall not be refunded.