

VILLAGE OF MEXICO
Permit Application

UFPO PERMIT NO. _____

READ INSTRUCTIONS ON REVERSE BEFORE COMPLETING THIS APPLICATION

PRE-APPLICATION FOR ZONING AND BUILDING PERMIT

Date Submitted _____	Map No. _____	Permit No. _____
Date Approved _____	Zoning District _____	Occupancy _____
Date Denied _____	Permit Fee \$ _____	Construction _____
Receipt No. _____	Check No. _____	
		Approved By _____

Print or Type clearly and fill in all spaces that apply!

Application is hereby made to the Code Enforcement Officer for the insurance of a Zoning and Building Permit to all applicable codes, ordinances and laws regulating and governing the erection, construction, enlargement, addition, alteration, repair, replacement, improvement, removal, demolition, conversion and/or change in the nature of the occupancy of any building or structure within the boundaries.

Address of Property: _____

Lot Number: _____ Tract: _____

Property Owner ☐ Tenant ☐

Name: _____ Phone#: _____

Address: _____

Tenant Company Name: _____ Fax #: _____

Applicant Name: _____ Phone #: _____

Address: _____

General Contractor • (If OWNER doing all work under this Permit Application, check here _____)

Name: _____ Phone #: _____

Address: _____

Insurance Company: _____ Expiration Date: _____

(Contractor to attach a copy of certificate of insurance including liability, workers compensation and disability insurance or NYS exemption certificate)

Nature of Work (check all applicable)

- | | | | | | | |
|--|--|---|---------------------------------|---|--|----------------------------------|
| ☐ New | ☐ Addition | ☐ Alteration | ☐ Repair | ☐ Demolition/Removal | ☐ Fire Repair | ☐ Roofing |
| ☐ Move Building | ☐ Sign | ☐ Fence | ☐ Shed | ☐ Swimming Pool/Spa | ☐ Foundation Only | ☐ Chimney |
| ☐ Fire Sprinklers | ☐ Tenant Alteration | ☐ All Others _____ | | | | |

Describe proposed work, including use and size of all items check above: _____

Property Use: Current (ie: one-family/office/etc.) _____ Proposed _____

Proposed: Floor area: _____ Garage: _____ Other: _____ # Units: _____

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Building Area: _____ Sq. Ft. Building Height: _____ Ft. Stories: _____

Setbacks: Front: _____ Rear: _____ Left: _____ Right: _____

Property Located in Flood Zone: ☐ Yes ☐ No Property Located in Wet Lands: ☐ Yes ☐ No Easements: ☐ Yes ☐ No

Electrical Permit No. _____ Plumbing-Water-Sewer Application _____

Estimated VALUE of all work, materials and labor for the work under this application: \$ _____

The below signed applicant has read the instruction for Application for Zoning and Building Permit. The below signed applicant hereby affirms under the penalty of perjury that to the best of his/her knowledge and belief the information given and accompanying this Application for Zoning and Building Permit is accurate and true. The applicant agrees to comply with all applicable laws, ordinances and regulations; that all statements contained in this application are true to the best of his/her knowledge and belief and that all work will be performed in the manner set forth in the application and in the plans and specifications filled therewith. All inspections must be requested by the applicant before final and certificates of compliances or occupancy are issued.

Signature of Applicant: _____

BUILDING PERMIT APPLICATION INSTRUCTIONS

This form applies only within communities where the Department of State (DOS) enforces the Uniform Fire Prevention and Building (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 Village of Mexico must be notified of any changes to information contained in the application during the period for which 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).

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

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.

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

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 prices of the unit. Project costs do include direct costs for wells, septic systems, electrical hook-ups, foundation systems, etc.

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

Your Village 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.

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

THREE SETS of plans and specifications describing the proposed work are to be submitted with the application, in accordance 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 \$20,000. Plans should include site work and landscaping, elevations, sections, dimensions and schedules.

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 Village of Mexico will evaluate violations based on prior experience with applicant and other relevant factors.

VILLAGE OF MEXICO - FEES FOR IMPLEMENTATION OF ZONING LAW BUILDING CODE (Not including electrical inspections)

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 \$25,001 plus \$3.00 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000.....	\$175.00 for \$50,001 plus \$3.00 for each additional \$1,000 or fraction thereof
\$100,001 to \$500,000.....	\$275.00 for \$100,001 plus \$3.00 for each additional \$1,000 or fraction thereof
\$500,001 to \$1,000,000.....	\$1,075.00 for \$500,001 plus \$3.00 for each additional \$1,000 or fraction thereof
\$1,000,001 to \$5,000,000.....	to be negotiated by the village board
Demolition of all structures	\$50.00
All inspections required for mobile homes regardless of the cost of Installation.....	\$50.00
Installation of swimming pools	
Above Ground Pool	\$65.00
In Ground Pool	\$75.00
Septic Systems.....	\$50.00
Certificated of Compliance (including permanent signs)	\$40.00
Certificate of Occupancy	\$50.00
Site Plan Review	\$150.00
Special Permit	\$150.00
Area Variance	\$75.00
Use Variance	\$150.00
Temporary Sign Permit	\$25.00
Requested Fire Inspections.....	\$50.00
Sewer and Water Permit and Inspection Fees	
A. Existing (includes environmental Units)	\$50.00
B. New (includes environmental units)	\$50.00
Zoning Permit	No Charge
N.Y.S. Operating Permit (3 Years).....	\$50.00
Renewing Permits in the event that a building permit must be re- newed, 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	

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.