

CITY OF AUBURN PERMIT APPLICATION

All persons desiring to undertake any new construction, structural alteration, or changes in the use of a building or lot must apply for a permit by submitting one copy of this form and two complete sets of all required drawings and a digital copy to the Building Inspector.

Two complete sets and one digital copy of all required drawings must be submitted with applications for special uses. (See Note and List below.)

APPLICANT: _____ Date: _____

Owner Name and Address: _____ Phone#: _____

Check type of permit desired: ☐ Permit for New Construction ☐ Permit for Renovations to Existing Structure

Briefly describe the type of work to be performed under this permit: _____

LOCATION OF PROPERTY: _____

(Number and Street)

Zoning District: _____ Tax Map #: _____

☐ Check here if property is located in a floodplain or wetland and specify which:

PROPOSED USE:

☐ Residential (# of families) _____ ☐ Commercial (type) _____

☐ Industrial (type) _____ ☐ Other (describe) _____

☐ Accessory building (describe) _____

☐ Check here if the proposed use is a special use (see list below).

Special uses under the Zoning Ordinance of the City of Auburn:

- Conversions
- Funeral homes
- Nursing and convalescent homes
- Rooming houses
- Day care nurseries
- Nonprofit social halls, clubs and lounges
- Residential planned development groups
- Keeping and raising animals except dogs and cats
- Restricted heavy industrial uses
- Commercial and industrial planned development groups
- Appropriate public uses (see Use Class 16 under the Zoning Ordinance)

NOTE: Permit applications for "Special Uses" (Use Class 11-17 under the Zoning Ordinance of the City of Auburn) will be referred to the City Planning Board and the Zoning Board of Appeals for approval.

Permit application for all on-residential uses will be referred to the City Planning Board and the City Engineering Department for approval.

Lot Dimensions:

Width: _____ ft.

Length: _____ ft.

Total lot area: _____ sq. ft.

Building dimensions:

Main building

Width: _____ ft.

Length: _____ ft.

Height: _____ ft.

Floor area: _____ sq. ft.

Accessory building

Width: _____ ft.

Length: _____ ft.

Height: _____ ft.

Floor area: _____ sq. ft.

Setbacks:

Main building

Front: _____ ft.

Rear: _____ ft.

Side: _____ ft.

Accessory building

Front: _____ ft.

Rear: _____ ft.

Side: _____ ft.

Total number of hard surface off-street parking spaces: _____

Total estimated construction cost: \$ _____

Permit fee: \$ _____

Existing Use:

☐ Residential (# of families) _____ ☐ Commercial (type) _____

☐ Industrial (type) _____ ☐ Other (describe) _____

☐ Accessory building (describe) _____

Area of existing structure: _____ sq. ft.

Number of hard surface off-street parking spaces: _____

FOR “NONCONFORMING” USES OR BUILDINGS

If uses or building are “nonconforming”, this application is for:

☐ Enlargement (state enlargement as a percentage of existing floor area and/or lot area): _____ %.

☐ Restoration (state percentage of floor area to be restores and the date on which damage was sustained:

_____ % Date: _____

☐ Change of use from _____ to _____

If discontinued or vacant, state last day used: _____

and type of use made: _____

Does new construction involve the subdivision of property? ☐ Yes ☐ No

If yes, has it been approved by the City Planning Board? ☐ Yes ☐ No

As of 09/02/2025

General Contractor: _____
Name

Address
_____ Phone#: _____

Plumbing Contractor: _____
Name

Address
_____ Phone#: _____

Electrical Contractor: _____
Name

Address
_____ Phone#: _____

HVAC Contractor: _____
Name

Address
_____ Phone#: _____

I, _____ understand that any plumbing or electrical work must be completed by a City Licensed Plumber and a City Licensed Electrician. I also understand if plumbing or electrical work is completed by someone who is not a City Licensed Plumber or City Licensed Electrician, there are fines for working without a permit and additional fines for work being completed by a non-licensed contractor.

Name: _____

Signature: _____

Floor plans and a site map prepared by a New York State licensed surveyor showing property boundaries and the layout of buildings, parking and adjacent streets are required for your application to be complete.

Drawings accompanying applications for new residential and non-residential structures, accessory building with floor areas greater than 250 sq.ft. or costing more than \$20,000.00, and conversions to more than two apartment units must be drawn to scale and signed by a licensed architect. The architect must also certify that the design and specifications are in accordance with the New York State Uniform Fire Prevention and Building Safety Code, the New York State Education Law and all other applicable regulations.

NOTE: All construction and demolition debris is the responsibility of the property owner or contractor and is not to be set out for City refuse collection.

Deponent being duly sworn, says that he is the owner or authorized agent for which the foregoing work is proposed to be done, and that he is duly authorized to perform such work, and that all workmen employed on this building are covered by contract or compensation insurance, and that all work will be performed in accordance with all existing State Laws and Local Ordinances.

I/We hereby consent to allow the City of Auburn Code Enforcement Officers, upon reasonable notice to me/us, the right of access to my/our property for the purpose of viewing and inspecting the proposed permit before issuance of said permit and for any and all necessary inspections while work is being performed and after issuance of the permit.

Applicant Name: _____

Applicant Signature: _____

STATE OF NEW YORK)
COUNTY OF CAYUGA) SS:

Sworn to before me this _____ day of _____, 20_____.

Notary Public / Commissioner of Deeds

I/We hereby consent to allow members of the Zoning Board of Appeals, upon reasonable notice to me/us, the right of access to my/our property for the purpose of viewing and inspecting the proposed variance/special use permit which is a subject matter of the proceeding herein before the Zoning Board of Appeals.

As of 09/02/2025

COMMENTS OF CODE ENFORCEMENT OFFICER

☐ APPROVED

☐ DENIED

NOTES: _____

Code Enforcement Officer's Name: _____

Code Enforcement Officer's Signature: _____

Date: _____