

Permit #: _____

VILLAGE OF ELMIRA HEIGHTS APPLICATION FOR BUILDING PERMIT

Civic Administration Building, 215 Elmwood Ave., Elmira Heights, NY 14903

PROPERTY INFORMATION

Tax Map #: _____

☐ R-1	☐ R-2	☐ R-3
☐ C-1	☐ C-2	☐ I-1
		☐ I-2

Owner's Name: _____

Address: _____

City: _____

Home Phone: _____

Work Phone: _____

Permit Address: _____

Town: ☐ Elmira ☐ Horseheads

Cell: _____

Is the proposed project in a flood plain? ☐ Yes, give Zone: _____ ☐ No

Is the proposed project allowed in Zoning District? ☐ Yes ☐ No, See Below

TYPE OF PERMIT REQUESTED

☐ Solid Fuel Equip/Chimney

☐ Alter/Addition

☐ New Construction

☐ Sign Installation

☐ Special Permit for:

☐ Change of Occupancy -

☐ Demolition

☐ Shed

☐ Roofing

☐ Electric/Plumbing

☐ Swimming Pool

Permit Fee: _____

From: _____ To: _____

PROJECT INFORMATION

Lot Size: _____ Ft. x _____

Ft.; Required Setbacks:

Dimensions of project: Width: _____ Length: _____

Height: _____ Total Sq. Ft.: _____

Estimated Cost: \$ _____

Front: _____

Side: _____

Back: _____

Description of Work to be Done: _____

Construction Classification: _____

Occupancy Classification: _____

Proposed Use: _____

CONTRACTOR'S INFORMATION

Phone _____

Name & Address

1. _____

☐ WC ☐ Liability ☐ CE 200

For additional contractors, please list on back

DOCUMENTATION: ☐ Site Plan ☐ Building Plan ☐ Demolition Insp. Done ☐ Equipment Documents Submitted

INSPECTIONS REQUIRED: ☐ Energy Code ☐ Solid Fuel Equipment / Chimneys before enclosing

☐ Footers	☐ Rough Framing	☐ Rough Electric	☐ Rough Plumbing	☐ Insulation
☐ Foundation	☐ Final Project	☐ Final Electric	☐ Final Plumbing	☐ Site before construction begins
☐ Holes	☐ Other:			

CHANGES IN PLANS DURING CONSTRUCTION MUST BE APPROVED BY THE CODE ENFORCEMENT OFFICER. VIOLATIONS MAY RESULT IN A STOP WORK ORDER.

IT IS YOUR RESPONSIBILITY TO CALL FOR INSPECTIONS. FAILURE TO CALL MAY RESULT IN DISMANTLING SO INSPECTION CAN BE DONE. ELECTRICAL INSPECTIONS MUST BE DONE BY A CERTIFIED INSPECTION AGENCY AND IS SUBJECT TO CODE ENFORCEMENT APPROVAL.

CERTIFICATION:

I hereby certify that the information contained herein and submitted to the Office of Code Enforcement is true and correct. I further certify that I have read the entire APPLICATION FOR BUILDING PERMIT and understand the questions asked. All provisions of the New York State Uniform Fire Prevention & Building Code and Elmira Heights Village Code will be complied with whether specified herein or in accompanying documents or not. The granting of a permit does not presume to give authority to violate or cancel provisions of any state or local law regulating construction or the performance of construction. Furthermore, the applicant is responsible for compliance with any and all state and local laws pertaining to the operation of the above construction.

Any building official, upon showing proper credentials and in the discharge of their duties may enter upon any building, structure, or premise at any reasonable hour and no person shall interfere with or prevent such entry. I FURTHER UNDERSTAND AND AGREE THAT THE PREMISES WILL NOT BE OCCUPIED UNTIL THE REQUIRED CERTIFICATE OF OCCUPANCY OR COMPLIANCE HAS BEEN ISSUED.

Owner/Authorized Agent: _____

Date: _____

Date Received: _____

☐ Permit Denied (See Attachment)

☐ Permit Denied (Variance Required, See Attachment)

☐ Permit Approved

Code Enforcement Officer: _____

Date: _____



VILLAGE OF ELMIRA HEIGHTS

BUILDING PERMIT CHECKLIST

Check the applicable boxes

CONSTRUCTION DOCUMENTATION

- ☐ Projects under \$20,000.00 and/or 1,500 square feet of "Usable Space".
- ☐ Projects over \$20,000.00 and/or 1,500 square feet of "Usable Space".
 - Requires original "Wet" Stamped drawings/plans by either of the following NYS licensed: PE (Professional Engineering) or Architect.
- ☐ ALL plans must be in triplicate (three sets) and show: Drawings (elevation and footprint) w/ dimensions, materials list, truss stamps, compliance to the NYS Energy Code for "Conditioned Space". Compliance forms are available on the NYS DOS website.
- ☐ Exceptions: Pools, spas, hot tubs, furnaces, boilers, pellet and gas fireplaces/stoves, electrical panels REQUIRE manufacturers specifications found in the literature-one copy is sufficient.
- ☐ Site Plan.

INSURANCE

- ☐ Contractors:
A XE-200 Proof of Workers Compensation OR Proof of a CE-200 Exemption Certificate
Waiver of Workers Compensation – Notarized
Liability Insurance – Naming the Village of Elmira Heights "Additionally Insured".
- ☐ Property Owner:
NY.Gov ID number to obtain a CE-200 Exemption Certificate

MISCELLANEOUS

- ☐ Proof of ownership of the property.
- ☐ Permit from Chemung County Health Department REQUIRED for new residence or bedroom/bathroom addition.
- ☐ Completed and signed permit application.
- ☐ Any required conditional use, special use or variance permits.
- ☐ Request for variance application completed along with fee.
- ☐ Short form SEQR complete.

EXPECTATIONS

Permit application packet MUST be reviewed and checked with NYS Uniform Building Codes in addition to Local Zoning Ordinances.

- ☐ Simple Plans: i.e. decks, garages, porches, stoops, pools, additions to take up to two days.
- ☐ Complex Plans: i.e. House plans, intricate plans, and multi-level decks to take up to two weeks.
- ☐ Commercial Buildings: Any – may require third party review and inspections.
Inspections require a 24 hour notice due to scheduling and allocation of time.

Failure to pull required Building Permit(s) and/or having required inspections validated are a violation and susceptible to penalties, citations with fines including possible imprisonment, and



VILLAGE OF ELMIRA HEIGHTS BUILDING PERMIT CHECKLIST

Check the applicable boxes

SITE PLAN REQUIREMENTS

- ☐ The title of the drawing, including the name and address of the applicant.
- ☐ The North point, scale and date.
- ☐ The boundaries of the project, plotted to scale.
- ☐ Existing watercourses.
- ☐ The location of proposed land uses and their area, in acres, and the location, proposed use and height of all buildings.
- ☐ The location of all existing or proposed site improvements, including streets, drains, culverts, retaining walls, fences and easements, whether public or private.
- ☐ The location of all parking and truck loading areas with access and egress drives thereto. There shall be adequate parking spaces for each professional and his or her clientele, plus staff. Adequate off-street parking (see § 245-113) will be of significant consideration for site plan approval.
- ☐ Description of the sewage disposal and water systems and the location of such facilities.
- ☐ The location, design and size of all signs and outdoor lighting facilities.
- ☐ The location and proposed development of buffer areas and other landscaping.
- ☐ Existing vegetation.
- ☐ Existing and proposed contours at intervals of not more than two feet of elevation.
- ☐ Delineation of the various residential areas, if applicable, indicating for each such area its general extent, size and composition in terms of total number of dwelling unit types, a general description of the intended structure and a calculation of the residential density, in dwelling units per gross acre, for each such area.
- ☐ When applicable, a general description of the provision of other community facilities, such as schools, fire protection services and cultural facilities, if any, and some indication of how these needs are proposed to be accommodated.

In addition, the following documentation shall accompany the preliminary site plan:

- ☐ Evidence of how the developer's particular proposal or mix of land uses meets existing community needs.
- ☐ Evidence that the proposal is compatible with the goals of the Comprehensive Plan of the Village.
- ☐ If the development is to be staged, a general indication of how the staging is to proceed. Whether or not the development is to be staged, the preliminary plan shall show the intended total project. Any project that requires more than 24 months to complete shall be staged. The Planning Board and/or Board of Trustees may require such additional information as appears necessary for a complete assessment of the project.



VILLAGE OF ELMIRA HEIGHTS

BUILDING PERMIT CHECKLIST

CLIMATIC/GEOGRAPHIC DESIGN CRITERIA

Seismic Design Category	C
Weathering	Severe
Winter Design Temperature	-2° F
Heating Degree Days	6845
Termite	Moderate to Severe
Decay	Slight to Moderate
Frost Line	42 inches
Wind Speed	90 MPH
Ground Snow Loading	45 lbs. per square foot
Ice & Water Shield Underlayment	Required 2 feet inside interior wall from eaves edge.

APPROVED ELECTRICAL INSPECTORS

AGENCY	INSPECTOR'S NAME	ADDRESS	TELEPHONE
Commonwealth Electrical Inspection Service, Inc.	Fred Fitch	PO Box 511 Montour Falls, NY 14865	607-535-7330
	Robert Brucie	PO Box 1417 Corning, NY 14830	607-962-0991
Atlantic Inland of New York	David Little	5683 Mail Route Rd Savona, NY 14879	607-583-2594
	Edward Hall	3452 NYS Rte 54A Branchport, NY 14418	315-595-2527

Board of Trustees meeting: _____

Approval: _____

Planning Board meeting: _____

Approval: _____

Zoning Board meeting: _____

Approval: _____

Village of Elmira Heights: _____

Approval: _____

Chemung County Planning: _____

Approval: _____

BUILDING PERMITS

ATTENTION ALL HOMEOWNERS &
BUSINESSES PERFORMING BUILDING
PERMIT AND ZONING PERMIT WORK.

BEFORE SUBMITTING AN APPLICATION

NEW YORK DEPT. OF STATE **REQUIRES**

A **CE-200 FORM** OBTAINED ONLINE @

BUSINESSEXPRESS.NY.GOV. THE BP-1

FORM IS NO LONGER ACCEPTED BY THE
NYS WORKERS COMPENSATION & DEPT.
OF LABOR.

THANK YOU

ELMIRA HEIGHTS CODEENFORCEMENT

Get a My NY.Gov ID

Securely sign in to my NY.gov online services with a My NY.gov ID.



AVERAGE TIME OF TRANSACTION Less than 5 MINUTES

NY.gov ID is an online service that enables citizens, state and local government employees, businesses, and others to access NY.gov ID participating government online services.

Overview

NY.gov ID is an online service that enables citizens, state and local government employees, businesses, and others to access NY.gov ID participating government online services.

Benefits

With an NY.gov ID you don't need to enroll for a separate Login ID and password at each new site you visit.

Simply use your NY.gov ID Login ID and password to sign into New York State services such as:

- Department of Labor Unemployment Insurance
- Office of Temporary and Disability Assistance MyBenefits
- Department of Motor Vehicles MyDMV
- Department of Tax and Finance Tax Online Services

- New York State Office of Higher Education TEACH Services.

Eligibility

Who can obtain an NY.Gov ID account?

Anyone.

Does it cost anything?

No, it's free.

What do I need to create the account?

A valid email address.

Do NY.Gov accounts expire?

Accounts do not expire. However, if the account has been inactive for over two years, a password change is required upon that attempt to use the inactive account.

How To

Refer to this step-by-step process to set up an account:

1. Go to my.ny.gov (<https://my.ny.gov/>)
2. Click the "Don't have an account?" button
3. Select account type: "Personal," "Government Employee," or "Business"
4. Click on "Sign Up for an NY.gov ID"
5. Fill out first name, last name and email address
6. Create a username
7. Create account
8. Verify that your information is correct
9. You will receive an automatic email to verify your account
10. Click on the verification in the email
11. Set your password
12. Select three security questions
13. Hit submit and your account is active

Sign Up

Sign up here to create your NY.Gov account:

[SIGN UP \(HTTPS://NY.GOV/SIGN-UP\)](https://ny.gov/sign-up)

Contact

 **Contact us by phone:**

1-844-891-1786

 **Contact us by mail:**

NYS Office of Information Technology
Services
State Capitol Empire State
Plaza P.O. Box 2062
Albany, NY 12220

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