



Building Permit Application

41 N Main Street Spencer Ny, 14883

Permit #: _____

Three sets of construction documents must be submitted with this application, 2 paper & 1 electronic

1. Applicants: Name: _____ Address: _____ Phone: _____
2. Owner: Name: _____ Address: _____ Phone: _____
3. Contractor: Name: _____ Address: _____ Phone: _____
Wages being paid for work being done? ☐ Yes ☐ No If yes, a workers' compensation certificate or a valid CE-200 certificate must be provided.
4. Project Location: Village of Spencer, Tioga County NY Address: _____
Tax Map ID: _____ (for official use only)
5. Nature of work: ☐ New Construction ☐ Existing Building ☐ Change of Use ☐ Demolition Description: _____ _____ _____
Cost of Construction \$ _____
6. Has work identified in this application been started or completed? ☐ Yes ☐ No If yes, please attach a written explanation.
7. Flood Plain: (for official use only) Is the site within a flood plain ☐ Yes ☐ No

8. Building Permit Fee Schedule		
Type of Permit	Fee	Total
Single and Double Family Dwellings	Up to 1,500 sqft - \$175 Over 1,500 sqft – plus \$0.10 per sqft	
Multi Family Dwellings (3+ Units)	Up to 1,000 sqft - \$175 Over 1,000 sqft – plus \$0.10 per sqft	
Convert Single to Multi Family Dwelling	\$200 plus \$0.20 per sqft	
Additions/Alterations	Up to 500 sqft - \$50 Over 500 sqft – plus \$0.10 per sqft	
Manufactured Homes	\$75 per section	
Accessory Structure	Up to 200 sqft - \$50 Over 200 sqft – plus \$0.10 per sqft	
Swimming Pools	Above Ground - \$50 In-Ground - \$100	
Commercial Building	Up to 2,000 sqft - \$200 Over 2,000 sqft - plus \$0.20 per sqft	
Commercial Addition/Alteration	Up to 500 sqft - \$75 Over 500 sqft - plus \$0.20 per sqft	
Heating Units	Residential - \$50 Commercial - \$100	
Change of Use/Occupancy	\$100	
Demolition	Up to 500 sqft - \$25 500-1,000 sqft - \$50 Over 1,000 sqft - \$ 75 Commercial - \$100	
Check or Money Order to: Village of Spencer	Total Amount Enclosed: \$_____	
9. NYS Licensed Professional who created and stamped the plans being submitted in support of this application. License Number: _____ Name: _____ Phone: _____ Email: _____ The above-named design professional must complete and attach a plan review summary sheet.		
10. 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 giving 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: _____ Date: _____		



Plan Review Summary

Applicant: _____ Project Location: _____

The following information is to be provided by a New York State licensed professional engineer (PE) or registered architect (RA). This form is required to be submitted with any stamped drawings that are handed in with this application.

Subject	New Construction	Alteration	Addition	Change of Occupancy	BCNYS Citation
Occupancy Classification					302
Construction Classification					602
Building Height					503, 504, 506, 507
Building Perimeter Qualifying as Frontage					506
Sprinkler System – Yes or No					506
Largest Building Area					502.1
Allowable Building Area (Including Increases)					506, 507
Fire Protection Water Supply (Gpm/Hr)					FCNYS F508

Remarks or Special Conditions: (attach additional sheets if needed)

The Documents submitted show compliance with the Energy Conservation Construction Code of New York State.

Name: _____ Signature: _____

PE or PA (circle one) License Number: _____ Date: _____

BUILDING PERMIT APPLICATION INSTRUCTIONS

This form applies only within the Village of Spencer. A permit will be issued when it is determined that the application is complete and the proposed work conforms to applicable requirements of the Uniform Code. The authority conferred with the permit may be limited by conditions. The Village of Spencer must be notified of any changes to the 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, relocation, 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 or wood burning devices.

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

1. Workers' compensation and disability benefits are necessary if wages are to be paid to anyone working on the project.
2. New construction, addition or alteration cost includes the material and labor costs associated with project work. Not included are architect, attorney, engineer or other fees and land acquisition costs. Project costs do include direct costs for wells, septic systems, electrical hook-ups, etc.
3. Our Code Enforcement Official may be able to help you determine if the project site is in a flood plain or is designated as a wetland. You may use the New York State Department of Environmental Conservation website in the application to assist you
4. Undertaking activity that requires a building permit prior to obtaining such a permit is prohibited. In considering what action, if any, to take in special cases, the Code Enforcement Official will evaluate violations based on prior experience with the applicant and other relevant factors.
5. A change of occupancy classification may require a select portion or the entire building to be brought up to current code standards. This is up to the local Code Enforcement Official
6. You may contact the Code Enforcement Officer at; (607) 589-4310 or
Codeenforcement@villageofspencer.com

Send or drop this completed application to:

Village of Spencer
Code Enforcement Officer
41 N. Main Street
Spencer NY, 14883