

Town of Vienna
2308 NYS Route 49
PO Box 250
North Bay, NY 13123
315-245-2191 Ext. 6
codesofficer@viennany.gov

APPLICATION FOR BUILDING PERMIT

INSTRUCTIONS

IMPORTANT!!! *Please read instructions completely. Failure to provide a completed application, including all required plans and documents will result in your application being denied and returned as incomplete. Plans must show full compliance with the New York State Uniform Fire Prevention and Building Code, the Energy Conservation and Construction Code of New York State, the Town of Vienna Zoning Law and any other applicable laws, codes or regulations.*

- A. Application **must** be printed or type written and completed in ink. Photograph copies are not accepted.
- B. All applications shall include a site plan that shall include lot dimensions according to the deed showing the location including the address. Show lot lines and locate clearly and distinctly, all buildings, both existing and proposed, including dimensions and the setback to property lines. Show location of driveway(s), well, septic, bodies of water, flood plain, wetland and/or wetland buffer areas, etc.
- C. **All plans must be accompanied by two sets of plans bearing the seal and signature of a New York State Licensed Engineer or Registered Architect except:**
 - 1. Agricultural structures as defined;
 - 2. Residential structures less than 1500 square feet;
 - 3. Alterations costing \$20,000 or more (including owner/applicant's labor), UNLESS the work affects the structural safety of the structure.
 - a. The building permit shall contain a statement directing that all work shall be performed in accordance with the construction documents submitted and accepted.
 - b. The code enforcement officer shall be notified, in writing, of any changes occurring during the construction that are not in the approved plans.
- D. Permits for new residential or commercial construction will not be issued without prior approval for sewer or an on-site sewage treatment system if required.
- E. **Do not begin work prior to the issuance of a building permit.** A building permit authorizes the commencement and completion of work in compliance with this application and the plans and specifications on which it is based for a period of 12 months after the date of issuance and is renewable with good cause. Where the work described in the application, plans and specifications is not completed within the period allowed by the permit and any extension thereof, the enforcing officer may order the owner of the premises to remove any construction and to fill any excavation that shall be deemed detrimental to public health, safety or welfare
- F. Upon approval of the application, the CEO will issue the building permit to the applicant together with an approved set of plans and specifications. The building permit shall be displayed so as to be visible from the road and the set of approved plans and specifications shall remain on site, available to the CEO throughout the progress of the work.
- G. The owner or contractor shall notify the Code Enforcement Office to schedule all required inspections. *Failure to do so may result in work having to be removed at the owner or contractor's expense to enable any required inspection(s).*
- H. All electric work requires a "third party" independent electrical inspection, and certification of such shall be provided.
- I. ***NO BUILDING OR PORTION OF ANY BUILDING SHALL BE OCCUPIED UNTIL A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED BY THE CODE ENFORCEMENT OFFICER.***

Revised 7/27/2026

J. Application for a building permit shall include ALL of the following:

1. A completed building permit application including:
 - (a) A description of the location, nature, extent and scope of the proposed work.
 - (b) The tax number and the street address of any affected building or structure.
 - (c) The occupancy classification of any affected building or structure.
 - (d) Where applicable, a statement of special inspections.
 - (e) At least 2 sets of construction documents which:
 - (1) Describe the location, nature, extent and scope of the proposed work.
 - (2) Show that the proposed work conforms with the applicable provisions of the Uniform Code.
 - (3) Show the location, construction, size and character of all portions of the means of egress.
 - (4) Show a representation of the building thermal envelope.
 - (5) Show structural information including but not limited to brace wall designs, the size, section and relative locations of structural members, design loads, and other pertinent structural information.
 - (6) Show the proposed structural, electrical, plumbing, mechanical, fire protection, and other service systems of the building.
 - (7) Include a written statement indicating compliance with the Energy Code.
 - (8) Include a site plan, drawn to scale and drawn in accordance with an accurate boundary survey, showing the size and location of new construction and existing structures and appurtenances on the site, distances from lot lines, the established street grades and the proposed finished grades, and as applicable flood hazard areas, floodways, and design flood elevations.
 - (9) Evidence that documents were prepared by a licensed and registered architect in accordance with Article 147 of the NYS Education Law or a licensed and registered professional engineer in accordance with Article 145 of the NYS Education Law and practice guidelines, including but not limited to the design professional's seal with name and license number and their signature when applicable.
2. Plans must meet or exceed the Energy Conservation and Construction Code of New York State. **Plans shall include a statement indicating whether the prescribed or performance method was used to determine Energy Code conformance**, and shall include;
 - (a) "U" value of the envelope subsystems including windows and doors.
 - (b) Design inside air temperature of each room that is to be heated or cooled.
 - (c) Design outside air temperature.
 - (d) Design heat loss and or gain through each exterior façade in BTU/Hr.
 - (e) "R" values of the insulating materials.
 - (f) Size and type of aperture and equipment and system control and other pertinent data to indicate conformance with the requirements of the Energy Code. (Manuals J, D and S)
 - (g) Electrical lighting and power design.
 - (h) Res-Check calculation sheets may be submitted.

The applicant is responsible for providing this office with a completed application including all plans and other documents necessary to show that the proposed work conforms with the New York State Uniform Fire Prevention and Building Code and the Energy Conservation and Construction Code of the State of New York State prior to the issuance of a building permit and the commencement of any work.

Missing or incomplete information, plans, documents or required materials will result in a delay in the application review process and may result in the application being rejected and returned to the applicant as incomplete.

THIS OFFICE DOES NOT DESIGN!! We are not design professionals, the job of this office is to review and confirm that the plans that have been submitted by the applicant comply with applicable code(s) for the project that is being proposed. **This office *does not* design, provide design advice or advise applicants as to the means and/or methods of obtaining compliance with the requirements of the applicable code(s).** You may need to consult a design professional for assistance with your project design, even if the project does not require stamped and signed plans.

NOTICE TO ALL BUILDING PERMIT APPLICANTS

Section 57 of the New York Workers Compensation Law requires municipalities to verify proof of Workers Compensation and Disability Insurance prior to the issuance of a building permit.

The Town of Vienna Code Enforcement Office will not issue a building permit unless proof of Workers Compensation, or a *Certificate of Attestation of Exemption* (Form CE-200) has been provided.

Contractor's proof of insurance, or self-insurance, must be issued by the New York State Insurance Fund and can be kept of file and used with future permits while valid.

Permit holders that are performing the work themselves or contractors that are not required to carry Workers Compensation and Disability Insurance must submit a *Certificate of Attestation of Exemption* (Form CE-200) listing the address that is associated with the permit application.

Form CE-200 is specific to the permit application for which it is issued. As such they cannot be kept on file for future work. A separate CE-200s must be submitted with each application listing the project address.

ACORD forms are NOT acceptable proof of insurance coverage and will not be accepted.

Form CE-200 and other related forms can be found at www.wcb.ny.gov.

There are absolutely no exceptions to this law!

CALL 811 BEFORE DIGGING!

**APPLICANT IS RESPONSIBLE
FOR OBTAINING ANY
ADDITIONAL PERMITS THAT
MAY BE REQUIRED BY OTHER
AGENCIES**

**THE TOWN OF VIENNA CODE ENFORCEMENT OFFICE
IS NOT RESPONSIBLE FOR WORK THAT IS
PERFORMED IN VIOLATION OF ANY LAWS, RULES OR
REGULATIONS THAT ARE OUTSIDE OF THE
JURISDICTION OF THIS OFFICE**

**A FLOODPLAIN MANAGEMENT
PERMIT IS REQUIRED FOR ANY
WORK THAT IS TO BE
PERFORMED WITHIN THE
REGULATORY FLOODWAY**

Town of Vienna

2083 NYS Rte. 49
PO Box 250
North Bay, NY 13123
codesofficer@viennany.gov



Application for Building Permit

Occ. Class _____
Const. Type _____
C of O _____ C of C _____
Var/SUP # _____
Official Use

Building Permit# _____
Issue Date _____
Permit Fee _____
Received By _____
Official Use

Address of proposed project _____

Owner's Name _____ Applicant's Name _____

Tax Parcel # _____ Property Zone _____

Existing use of property: _____ Proposed: _____

The site is: In a flood plain: Yes _____ No _____ A designated wetland: Yes _____ No _____

Nature of Work: Residential _____ Commercial _____

Primary Structure	_____	- Describe	_____
Accessory Structure	_____	- Describe	_____
Addition	_____	Solid Fuel Device	_____
Alteration	_____	Electrical	_____
Porch/Deck	_____	Sign	_____
Septic/Sewer	_____	Change of Occupancy	_____
		Solar	_____
		Type	_____
		Demolition	_____
		Other	_____

Description of work to be to be done: _____

Sewage Disposal: New _____ Existing _____ Septic _____ Municipal _____ N/A _____

Water Supply: Existing well _____ New well _____ Municipal _____ N/A _____

*Estimated Project Cost: _____ *

*Required – Must include cost of all labor, including the owner's if they are performing the work themselves.

Property Owner:

Name _____

Mailing Address _____

City/Town/Village _____ State _____ Zip _____

Telephone # _____ Email _____

Applicant: _____ Owner _____ Agent

Name _____

Mailing Address _____

City/Town/Village _____ State _____ Zip _____

Telephone # _____ Email _____

***Contractor:**

Name _____

Mailing Address _____

City/Town/Village _____ State _____ Zip _____

Telephone # _____ Email _____

***Acceptable Proof of Disability and Workers Compensation Insurance Required**

The homeowner of a 1,2,3 or 4 family **Owner-occupied Residence** performing the work themselves may submit Form BP-1 as proof of exemption from the mandatory coverage.

For New Construction and Additions

Building Dimensions: Width: _____ Depth: _____ Height: _____

Full Basement: _____ Part. Basement: _____ Crawl Space: _____ Slab: _____ Piers _____

No. of Stories: _____ 1st Floor Area: _____ sq. ft. 2nd Floor Area: _____ sq. ft.

Add. Story: _____ sq. ft. ½ Story: _____ sq. ft. **Total Habitable Space: _____ sq. ft.**

Bedrooms: _____ Bathrooms: _____ Kitchens: _____ Living Room: _____

Dining Room: _____ Additional Rooms: _____ Finished Basement: _____

Type of Heat: _____ Source: _____

Site Plan

Lot Dimensions: _____ **Lot Area:** _____

Proposed
Set Backs: Front: _____ ft. Right Side: _____ ft. Left Side: _____ ft. Rear: _____ ft.

Site Plan Drawing

*See example on last page



Street Name

IMPORTANT NOTICES, PLEASE READ BEFORE SIGNING:

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Officer or his designee and shall conform to the documents submitted, the New York State Uniform Fire Prevention and Building Code, the Energy Conservation Construction of New York State, and any other applicable codes, rules or regulations.
2. It is the owner's responsibility to contact the Code Enforcement Office at 315-245-2191 at least 24 hours before any requested inspection. **DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION UNTIL INSPECTIONS HAVE BEEN COMPLETED.** Otherwise, work may need to be removed at the owner's or contractor's expense to conduct the required inspections. Close coordination with the Code Enforcement Office will greatly reduce this possibility.
3. The owner hereby agrees to allow the Code Enforcement Officer or his designee to inspect the sufficiency of the work being done pursuant to this permit, providing however, that such inspections are limited to the work being conducted pursuant to this permit and other non-work-related violations which are readily discernable as the result of the inspection.
4. New York State Law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless a valid Worker's Comp and Disability Insurance certificates have been included with this application. If the owner of a 1,2,3 or 4 family **owner occupied residence** is performing the work themselves, Form BP-1 (attached) may be completed and submitted.
5. **Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos materials.**
6. The building permit card must be displayed so as to be visible from the street nearest to the site of work being conducted.
7. **NO BUILDING OR STRUCTURE, OR PART THEROF, SHALL BE OCCUPIED UNTIL A CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF COMPLIANCE HAS BEEN ISSUED.**

I hereby attest that I am the lawful owner or agent of the property described within and affirm under penalty of perjury that all statements made by me on this application are true.

Signature: _____

Date: _____

Print Name: _____

Title: _____

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This application has been:      **Approved** \_\_\_\_\_      **Denied** \_\_\_\_\_      **Referred to PB** \_\_\_\_\_

Reason for denial or referral:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Code Enforcement Officer: \_\_\_\_\_

Date: \_\_\_\_\_

SUP# \_\_\_\_\_

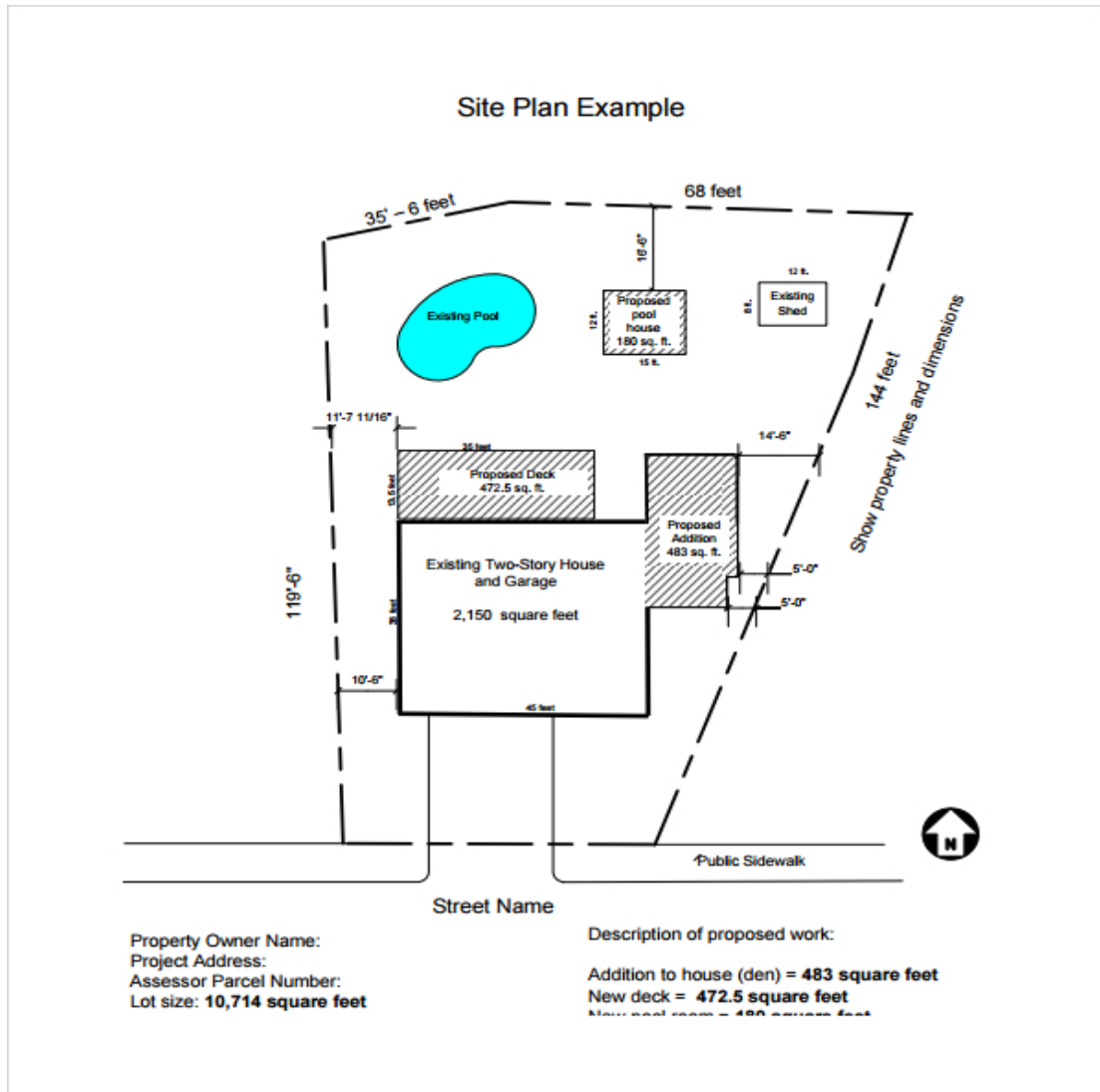
Date: \_\_\_\_\_

VAR# \_\_\_\_\_

Date: \_\_\_\_\_

Building Permit Approved: \_\_\_\_\_

Date: \_\_\_\_\_



Site plan must include:

- North arrow and scale
- Lot lines
- Existing and proposed buildings, dimensions and distance from lot lines (setbacks)
- Wetlands and buffer area (300 feet)
- Streams and floodplains
- Steep (unbuildable) slopes
- Existing and proposed water supply and sewage disposal areas

Additional drawings can be included in needed.

