



Town of Minetto
6 COMMUNITY DRIVE
PO BOX 220
MINETTO, NEW YORK 13115-0220
315 • 343-5173 Fax: 315 • 342-4421
<https://www.townofminetto.com>

Please note that no building permit can be issued without one each of the Workers Compensation and Disability Benefits forms being filed as part of a completed building permit application

Permit Number:

Building Permit Application Instructions:

This application must be printed in black ink and submitted to the Building Inspector.

General plot plans showing the location of the property, with existing buildings and proposed buildings or work area must be attached. Detailed description of the layout of the property is required.

This application must be accompanied by 2 complete sets of plans showing the proposed construction or work along with 2 complete sets of specifications. Plans and specifications, which are part of this application, shall describe the nature of the work to be performed as well as the materials and equipment to be installed and the details of the structural, mechanical, electrical and plumbing installations. The site plan shall show the entire lot, parcel or tract to be developed and specify phasing development, if applicable.

This application must be accompanied by the appropriate fee, based upon the schedule of fees available from the Building Inspector.

Work may not commence before the issuance of a Building Permit. At the time the permit is issued, a copy of the approved plans will be returned to the applicant to be kept on the job site, available for inspection throughout the progress of the work.

To the best of my knowledge the statements obtained in this application, together with the plans, specifications and other supporting material submitted are true and a complete statement of all proposed work to be done on the described premises. All provisions of the Zoning Ordinance, Building Codes and all other applicable laws pertaining to the proposed work shall be complied with and the work as described herein is authorized by the owner.

Signature:

Date:

Any Questions Please Contact:
Rob Ramsey
Code Enforcement Officer
315-343-5173
code@townofminetto.com

Residential Building Permit Number:

LIST OF REQUIRED FORMS

**APPLICATION INSTRUCTIONS (SIGNED & DATED)
(WITH INSPECTION RECORD FORM ATTACHED)**

APPLICATION FOR BUILDING PERMIT (COMPLETED)

SITE PLAN – PROPOSED LOCATION

NEW – RENOVATION-ADDITION-DEMOLITION

- **INCLUDE PROPERTY LINE SET BACKS**
- **SEPTIC SYSTEM (IF APPLICABLE)**
- **WELL (IF APPLICABLE)**
- **SERVICES(GAS,ELECTRIC,WATER,SEWER, ETC.)**

SET OF PLANS

1500 SQ. FT. AND OVER

- **PLANS MUST BE SIGNED & SEALED BY A NYS
LICENSED DESIGN PROFESSIONAL**

UNDER 1500 SQ. FT.

- **PROVIDE SKETCHES (Signed and sealed by a
NYS Licensed Design Professional if required by
the Code Enforcement Officer)**

IF APPLICABLE:

NYS ENERGY CONSERVATION COMPLIANCE REPORT

WORKERS COMPENSATION INSURANCE

DISABILITY BENEFITS FORM

SEPTIC SYSTEM DESIGN

WETLANDS/FLOOD PLAIN CLEARANCE

DEMOLITION/ASBESTOS ABATEMENT

OTHERS:

Application for Building Permit

Permit #

Application Number:

Date of Application:

Address (proposed job site)

Tax Map Number:

Nature of work: New Building Repairs Demolition Addition
 Alteration Plumbing/HVAC/Electrical
 Other (Specify)

Date of work to commence:

Estimated completion date:

Lot size: Sq.Ft. or Acres Habitable living space Sq.Ft.

Accessory Structures:

Parking spaces provided:

Existing use and Occupancy:

Proposed use and Occupancy:

Zoning District:

Existing use permitted?

If existing or proposed use is allowed under existing or petitioned special permits, or if a change of zone, variance or interpretation ordinance is involved, please identify:

Applicant's Name:

Home Phone#

Applicant's Address:

Bus. Phone#

Signature of Applicant:

Is applicant Owner: Leasee: Agent: Architect:

Engineer: Builder: Other (specify):

If applicant is a corporation, signify office held:

The work for which this application is made will be performed under the supervision of:

Representing:

Address:

Phone:

Applicants Name (Print):

Applicants Signature:

Do not proceed beyond the following inspection checkpoints without notification and approval of the Building Inspector (Code Enforcement Officer).

For Office Use Only:

Application Received:	Project Cost:	Permit #
Plans Submitted:	Permit Fee:	Date:
Site Inspection:		

Building Inspector Signature Only:

Inspection Check Points (All work to remain accessible and/or exposed):

Footings/Foundations (Before concrete/backfill):

Preparation Concrete Slabs (Before placement):

Framing (before enclosing):

Insulation (before enclosing):

(Includes Energy Code Compliance)

Trusses (NYS stamped certifications):

Plumbing (vents & drains):

HVAC (before enclosing):

(Where Applicable, Includes Heating Appliances, Chimneys, Flues and Gas Vents)

NYS certified electrical inspection:

Before enclosing:

Final inspection:

Septic System (submit NYS licensed engineer inspection report):

Special Requirements:

(Where Applicable, Includes Fire Resistant Construction/Penetrations)

Final Inspection (Cert of Occupancy/Compliance):

Remarks: