

☐ Mail ☐ Pick up**APPLICATION FOR PERMIT – RESIDENTIAL****FOR TOWN USE ONLY**

Date Submitted _____

Date Approved _____

Date Denied _____

Application No. _____

Permit Fee \$ _____

Receipt No. _____

Check No. _____

Permit No. _____

Map No. _____

Zoning District _____

Occupancy _____ Construction _____

Approved By _____

Conditions of Approval _____

Print or Type clearly and fill in all spaces that apply!

Application is hereby made to the Director of Planning & Development for the issuance of a Building Permit pursuant to all applicable codes, ordinances and laws regulating and governing the erection, construction, enlargement, addition, alteration, repair, replacement, improvement, removal, demolition, conversion of any building or premises or part thereof.

Address of Property: _____		Zip Code: _____
Lot Number: _____	Tract: _____	
PROPERTY OWNER		
Name: _____		Phone #: _____
Address (City/State/Zip): _____		E-mail: _____
Tenant Company Name: _____		Fax #: _____
Applicant Name: _____		Phone #: _____
Address: _____		E-mail: _____
Designer Name: _____		Phone #: _____
Address: _____		E-mail: _____
Name of Contractor _____		Phone #: _____
Address (City/State/Zip): _____		E-mail: _____
Insurance Company: _____	Policy #: _____	Expiration Date: _____
<i>(Contractor to attach a copy of Certificate of Insurance including liability, workers compensation and disability insurance or NYS exemption certificate.)</i>		
Nature of Work (check all applicable – work not identified will require separate application form.)		
☐ New building	☐ Move building	☐ Addition
☐ Deck	☐ Demolition/Remove	☐ Roofing
☐ Shed	☐ Fire Protection System	☐ Fence
☐ All others (Describe) _____	☐ Alteration/Repair	☐ Swimming pool/Spa
	☐ Fire Repair	☐ Foundation
	☐ Fireplace/stove	☐ Mechanical work
	☐ Occupancy Change	☐ Garage
	☐ Temporary tent	
Describe proposed work, including use and size of all items checked above: _____		
The application must contain all information found on the handout sheet to be considered complete and to be processed.		
Parcel type: ☐ Residential ☐ Commercial ☐ Industrial ☐ Office ☐ Other		
# Dwelling units: _____	Square feet: _____	
Electrical Application #: _____	Agency: _____	
Plumbing Permit #: _____	Plumber: _____	
Estimated VALUE of all work, materials and labor for the work under this application: \$ _____		
Property Located in Flood Zone: ☐ Yes ☐ No Property Located in Wet Lands: ☐ Yes ☐ No Easements: ☐ Yes ☐ No		

The below signed applicant has read the instructions for Application for Building Permit. The below signed applicant hereby affirms under the penalty of perjury that to the best of his/her knowledge and belief the information given and accompanying this Application for Building Permit is accurate and true. The applicant agrees to comply with all applicable laws, ordinances and regulations; that all statements contained in this application are true to the best of his/her knowledge and belief and that all work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Owner Signature _____

Signature of Applicant: _____

**NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION,
PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER
CONSTRUCTION IN RESIDENTIAL STRUCTURES**

(In accordance with Title 19 NYCRR PART 1265)

TO: THE TOWN OF GEORGETOWN

OWNER OF PROPERTY: _____

SUBJECT PROPERTY (ADDRESS AND TAX MAP NUMBER):

PLEASE TAKE NOTICE THAT THE (CHECK ALL THAT APPLY):

- ☐ New Residential Structure
- ☐ Addition to Existing Residential Structure
- ☐ Rehabilitation to Existing Residential Structure

**TO BE CONSTRUCTED OR PERFORMED AT THE SUBJECT PROPERTY REFERENCE ABOVE WILL UTILIZE
(check each applicable line):**

- ☐ Truss Type Construction (TT)
- ☐ Pre-Engineered Wood Construction (PW)
- ☐ Timber Construction (TC)

IN THE FOLLOWING LOCATION(S) (CHECK APPLICABLE LINE):

- ☐ Floor Framing, Including Girders and Beams (F)
- ☐ Roof Framing (R)
- ☐ Floor Framing and Roof Framing (FR)

SIGNATURE: _____

DATE: _____

PRINT NAME: _____

CAPACITY (Check One): ☐ Owner ☐ Owner's Representative

STATEMENT OF WORKERS COMPENSATION

(HOMEOWNER)

Under penalty of perjury, I certify that I am the owner of the residence listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please circle one):

- A) I am performing all the work for which this building permit is issued.
- B) I am not hiring, paying or compensating in any way, the individual(s) that is (are) performing all the work for which this building permit is issued or helping me perform such work.
- C) I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which this building permit is issued.

I understand that I will have to acquire Worker's Compensation if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on this building permit; OR have a general contractor, performing the work listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on this building permit.

Signature of Homeowner

Date Signed

Homeowners Name Printed

STATEMENT OF WORKERS COMPENSATION

(CONTRACTOR)

As the contractor of record for this permit application, I understand that I am responsible for proof of Workers Compensation or proof of Exemption from Workers Compensation. I agree I will provide proof of Workers Compensation or proof of Exemption to the Lewis County Fire Prevention and Building Codes office. I understand that the proof will be filed for a period of 1 year.

Signature of Contractor

Date Signed

Contractors Name Printed

STATEMENT OF ENVIRONMENTAL CONCERN (HOMEOWNER)

This Statement confirms that I have read and been made aware that the New York State Department of Environmental Conservation requires a State Pollution Discharge Elimination System Permit (S.P.D.E.S.) be obtained for disturbance of property greater than one (1) acre; this is to include driveways, location of house and all outbuildings & pools.

For more information, you are strongly urged to contact the D.E.C. Bureau of Water Permits at 518-402-8111 or online at www.dec.state.ny.us/website/dow/mainpage.htm

State imposed fines for a violation of this law can be a substantial \$37,500. per day.
If in doubt, call New York State Department of Environmental Conservation.

Signature of Homeowner

Date Signed

Homeowners Name Printed

Information for one- or two-family dwellings including town homes.

BUILDING PERMIT APPLICATION

- Submit a completely filled out application with the property owner's signature or a copy of a signed contract by the owner.
- Submit copy of subdivision approval including block and lot number.

SITE PLAN Submit accurate site plan for review and approval, including:

- Location of the proposed dwelling and other proposed buildings on the property. The location shall be in compliance with provisions of the Zoning Ordinance and the approved subdivision regarding setback requirements.
- Distances from buildings and structures and to property lines shall be shown.
- Show easements (structures may not be constructed on these) and drainage patterns.
- Show locations of existing and proposed driveways for property.

ADDITIONAL REQUIREMENTS

- Two complete sets of plans and specifications (signed and sealed by a New York State registered architect or licensed engineer) detailing all work to be completed, including but not limited to:
 - Foundation plans with complete details.
 - Floor plans with window and door sizes and all dimensions.
 - Structural drawings including sections and elevations.
 - Electrical details with one-line drawings and layout, including smoke detector location on each floor and in each sleeping space and carbon monoxide detector locations.
 - Plumbing details with fixture layout and line details.
 - Mechanical details showing equipment layout and calculations.
 - Energy Code compliance details and worksheet.
 - NOTE: If a truss for roof or floors are being used provide a certified truss certificate from the truss manufacturer. Also provide two truss layout plans, with proposed trusses identified.
- Contractor's complete name, address and telephone numbers and a certificate of insurance must be included for workers' compensation and disability (only NYS approved forms WC/DB-110; GS-105.2 or U-26.3 accepted) and contractor's liability insurance.
 - If homeowner is doing the construction attach form BP-1 (Residential Exemption)

INSPECTIONS REQUIRED

- A schedule of required inspections will be given at the time the permit is issued.
- It is the builder and/or property owner's responsibility to schedule all required inspections re-inspections by calling the Department of Planning & Development (315-451-0492).
- Any rejected inspections must be reinspected after the items have been corrected. A scheduled appointment will need to be made (an additional fee may be assessed).
- Typically a footing, framing, insulation, electrical, plumbing, mechanical and final inspection must be approved by the Code Enforcement Officer before the issuance of a certificate of occupancy.
- The building cannot be occupied, in whole or in part, without a certificate of occupancy being issued by the Department of Planning & Development.
- A driveway permit issued by the applicable state, county or town highway agency.
- Emergency Escape windows for all habitable spaces must be provided, and these shall be shown on the plans and specifications provided.