



TOWN OF MILFORD - CODE ENFORCEMENT

Mailing Address: PO Box 308, Portlandville, NY 13834

PHONE: (607) 286-9314 EMAIL: town.zoning@townofmilfordny.gov

BUILDING PERMIT APPLICATION

****All application fees are non-refundable****

1. **911 Address:** _____ Property Tax #: _____

2. **Owner(s) Name:** _____

Mailing Address: _____

Email: _____ Phone: _____

3. **Contractor/Supplier Name:** _____

Mailing Address: _____

Email: _____ Phone: _____

4. **Engineer/Architect Name:** _____

Mailing Address: _____

Email: _____ Phone: _____

5. **Please check the type of Work:**

___New ___Addition ___Alteration ___Repair ___Replacement ___Move

6. **Description of Work:** _____

7. **Type of Construction:**

___Wood ___Steel ___Masonry(Cement, Blocks, Stone) ___Other

Cost of project: _____

Size: _____ Square footage: _____

Type of Foundation: _____ Number of stories: _____

8. **Heating:**

Type of heating equipment: _____ Type of Fuel: _____

Insulation per NYS Energy Code provided: ___Yes ___No ___

Res Check/ Mec Check provided: ___Yes ___No _____

Gas installations must be certified by the installer.

9. **Other Mechanicals:**

Engineered septic system provided: ___Yes ___No

Electrical work requires an electrical inspection by an independent electrical inspector.

If applicable:

10. Zoning or Land use Requirements have been met: _____

11. Dept of Environmental Conservation (DEC) requirements have been met: _____

12. NYS Health Department requirements have been met: _____

13. Flood Plain and/or Subdivision requirements have been met: _____

PLEASE READ AND SIGN REVERSE SIDE

(A) The applicant shall not, in the Department or any changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the Uniform Code. The authority conferred by such permit may be limited by conditions, if any, contained therein.

(B) A Building Permit issued pursuant to this Part shall be prominently displayed on the property or premises to which it pertains.

(C) A building permit issued pursuant to this Part may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.

(D) A building permit issued pursuant to this Part shall expire one (1) year from the date of issuance or upon the issuance of a Certificate of Occupancy/Compliance. The permit may, with permission of the Code Enforcement Official, be renewed for successive one (1) year periods provided that the permit has not been revoked or suspended at the time the application for renewal is made.

(E) Plans and specifications for the proposed work shall be enclosed with this application and those plans and specifications, IF REQUIRED, shall be in accordance with the State Education Law, Sections 7307 and 7209.

* I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES CONCERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Applicant's Signature: _____ **Date:** _____

Updated April 3, 2025
*Borrowed from County