

APPLICATION FOR BUILDING/ZONING PERMIT

(New Residential Work/Uses)

A) This application must be completed by typewriter or ink and submitted to the Building

B) This application **MUST** be accompanied by all the following elements:

- 1) Proof of ownership of the property to be worked on
- 2) A clear and accurate description of work to be performed
- 3) 3 stamped sets of plans (one original wet seal) with the following information:
 - a) The address of the site
 - b) Floor plans for each floor level
 - c) All four side elevations showing grade level
 - d) Window schedule - including size, manufacture, glazing, u-values
 - e) Door schedule - including size and fire rating where required
 - f) Energy/ insulation values on all areas
 - g) Truss and/or rafter information
 - h) Framing elements sizes
 - i) Footer and foundation requirements

Other information may be required by a determination from the Code Enforcement Officer

4) A site plan showing the following information: (must be to scale)

- a) Foot print of the house to be built
- b) Grading proposed
- c) Utilities - include well/water lines, septic/sewer location, gas/ fuel lines
- d) Drainage requirements
- e) Driveway location
- f) Setback measurements from the property line
- g) Show all easements

C) The General Contractors Disability and Workers Comp. Insurance must be provided

Work to be performed: Single Family _____ Duplex _____ Townhome _____
Including: Attached garage _____ Finished Basement _____ Walk-out _____
Fireplace _____ Decks _____ Other _____

Address of Job Site: _____ Tax Map # _____

Subdivision/Project Name- _____ Lot/Building #- _____

Estimated Value of Proposed Work: _____

Applicants Name: _____ Phone Number: _____

Applicants Address: _____

Owners Name: _____ Phone Number: _____

Owners Address: _____

General Contractor: _____ Phone Number: _____

Address: _____

Contact Person: _____ Phone Number: _____

TO BE COMPLETED BY APPLICANT

A) Type of Heat: Forced Air _____ Boiler _____ Heat Pump _____ Radiant _____ Circulating _____
Other _____

B) Heating Fuel: Gas _____ Oil _____ Propane _____ Electric _____ Other _____

C) Central Air Conditioning: Yes _____ No _____

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d) Number of Rooms: Total _____ Bedrooms _____ Bathrooms _____ Powder Rooms _____

e) Square Footage 1st floor _____ 2nd Floor _____ Garage _____

Finished Basement: _____ Crawl Space _____ Porches/Decks _____

Fireplace: Gas _____ Wood _____ Masonry _____ Vent Free _____

f) Public Sewer _____ Private Septic _____

g) Proposed Setbacks: Front _____ ft. Side LF _____ RT _____ Rear _____ ft.

h.) Zoning District: _____

i.) Contact Person on Site: _____

Phone: _____ Cell: _____

j.) Plumbing Contractor: _____

Phone: _____

j.) Electrical Contractor: _____

Phone: _____

Other

The applicant shall, as part of this application, agree to:

- a) Notify the Building Department of any changes in the information contained in the application or approved plans and specifications.
- b) Notify the Building Department 24 hours in advance for all required inspections and **receive approval** before any building element, equipment or system is covered or enclosed.
- c) Prominently display, on the premises, the building permit issued.
- d) DO NOT OCCUPY or use in whole or in part for any purpose or allow the use or occupancy, what so ever until the structure meets all applicable codes, stipulations and all required inspections have been completed and approved and a Certificate of Occupancy or Compliance has been issued.
- e) Have all electrical work inspected by an authorized agency and procure a Certificate of Inspection from that agency.
- f) Have a New York State licensed engineer inspect and approve any new on-site sanitary systems.
An approved as-built location map shall be submitted to the Building Department prior to the release Of a Certificate of Occupancy or Compliance.
- g) Submit an Instrument Survey Map showing locations of house, setbacks, accessory structures, driveway location, well or water lines, curb boxes, cleanouts, etc, with swing ties and property lines.
- h) Abide by Planning Board and/or Zoning Board of Appeals approvals and all plan amendments made by the Building Department. (If applicable)
- i) If property is serviced by the Municipal Water System and/or Sewer System, applicant agrees to make application for and pay all appropriate fees and to have the water meter installed before a Certificate of Occupancy inspection. Applicant is responsible for protection and repair of any facilities.
- j) Apply for and receive a Driveway Permit from the Town Highway Department.

j) WORK MAY NOT COMMENCE PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT.

Acceptance does not relieve the agent, applicant, architect, builder, engineer or owner from complying with any of the provisions of the N.Y.S. Building Code, Energy Code, SEQR Act, local zoning, etc. Whether stated, implied or omitted in the plans and specifications submitted for building permit.

Signature of Applicant: _____ Date: _____