

TOWN OF
FARMINGTON



Permit Application
Convert Non-Habitable to Habitable Space

- This Application must be filled out completely and submitted to the building department.
- The permit will be issued when all review notes are addressed, insurances are on file, and permit fees are paid

Application Checklist

Incomplete applications will not be accepted

- Completed Application Plot plan showing existing structures & proposed work (if applicable)
- Pictures of area as it is currently Drawings/Plans of proposed work Insurance

Project Data to be included in plans (if applicable)

- | | |
|---|---|
| All Pertinent Wall Dimensions | Finished height – to ceilings & beams/ducts |
| Wall Composition | Label Proposed use of alterations/rooms |
| Window Locations & specs | Door Locations & Specs |
| Insulation R-Value Existing and/or Altering | Locations of Lights & Mechanical |
| Any Penetrations & How Sealing | Drywall Specs |
| Location of Smoke Alarms & Wiring | Electrical Wiring Diagrams |
| Plumbing Diagrams | |

All bedrooms must show at least two (2) forms of egress

Address of Job Site _____ Work Start Date _____

Estimated Value of Work _____ Estimated End Date _____

Nature of Work: _____

Size (in sq. ft.): _____ Dimensions _____ X _____

Applicant's Name _____ Best phone # _____

Applicant's Address _____

Applicant's Email _____

Owner's Name _____ Best phone # _____

Owner's Address _____

Owner's Email _____

Contractor's Name _____ Best phone # _____

Contractor's Address _____

Contractor's Email _____

PLEASE DOUBLE CHECK EMAIL ADDRESSES.

The Applicant Shall, as part of this application, agree to:

- Notify the Building Department of any change in the information contained in the application or approved plans and specifications.
- Prominently display on the premises the building permit issued and authorize the inspector access for the purpose of inspections during construction.
- Not use any portion of the project, in whole or in part, until the structure meets all applicable codes, conditions, all inspections have been made, approvals granted and a certificate of compliance has been issued.
- Abide by Planning Board, Zoning Board of Appeals, Town Board approval resolutions, if required, and all plan amendments made by the Building Department.
- At the time of the issuance of a permit, a copy of approved plans will be kept at the work site, available for inspection throughout the progress of the work.
- Work may **NOT** Commence prior to the issuance of a building permit.
- Must Notify the Building Department **24 hours** in advance for all required inspections and must receive approval before any building element, equipment, or system is covered or enclosed.

Acceptance does not relieve the agent, applicant, architect, builder, engineer, or owner from complying with any of the provisions of the International Building Code and New York State Supplement, Energy Code, SEQR Act, Local Zoning, etc., whether stated, implied, or omitted in the plans and specifications submitted for the building permit. Incorrect information may result in revocation of permit.

Signature of Applicant: _____

Date _____