

**APPLICATION FOR BUILDING PERMIT (RESIDENTIAL USE ONLY)
FOR BASEMENT RENOVATIONS**

- A.) This application must be printed and submitted to the Building Department.
- B.) The application fee shall be based upon the Schedule of Fees and shall be paid prior to the release of the permit.
- C.) A statement of insurance and/or workman's compensation must be on file before work is to commence.
- D.) This application must be accompanied with a complete set of plans showing proposed construction or work and related specifications. Plans and specifications must describe the nature of work to be performed, the materials and equipment to be installed. Include the detail of structural, mechanical, electrical and plumbing installations

Address of proposed job site _____	Date work to start _____
Estimated value of work _____	Date to be completed _____
Applicant's Name _____	Phone number _____
Applicant's Address _____	Cell phone number _____
Owner's Name _____	Phone number _____
Owner's Address _____	
Contractor/Builder's Name _____	Phone number _____
Contractor/Builder's Address _____	Cell phone number _____

Project Data (must be addressed in plans)

All pertinent dimensions	Finished height - to ceilings & beams/ducts
Wall composition	Label proposed use of rooms
Egress window locations, brands, & size	Walkout bulkhead door locations, brands, size
Insulation R-value, existing or altering	Locations of lights & mechanical ventilation
All penetrations to first floor must be sealed with code-approved materials	Drywall under side of stairs, whole area if used as storage
Smoke detectors are required in and out of bedrooms, plus 1 in finished and 1 in unfinished sections	All smoke detectors must have a battery backup and be hard wired and connected to all other hard-wired smoke detectors in the house
Show at least two forms of egress for all bedrooms	

THIS APPLICATION IS DOUBLE SIDED

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

- Notify the building department of any changes in the information contained in the application or approved plans and specifications

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.

Prominently display on the premises the building permit issued and authorize the Building Inspector access for the purpose of inspections during construction.

Not use in whole or in part for any purpose whatsoever until the structure meets all applicable codes, stipulations, all inspections have been made, approvals granted and a certificate of compliance is issued.

Abide by Planning Board and Zoning Board of Appeals approvals and all plan amendments made by the Building Department.

- Work may NOT commence prior to the issuance of the building permit. At the time of the issuance of such permit, a copy of the approved plans will be returned to the applicant to be kept at the work site, available for inspection throughout the progress of the work.

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

Signature of Applicant:

Date:
