

Building Permit Application Instructions

Please read and sign

Town / Village of _____

A building permit is required commencing construction or other improvements, removal, relocation, occupation of a business, demolition of any building or structure (including auction barns, farm residences and other such structures) and before the installation equipment such as oil and gas heaters that are not listed as portable, solid fuel burning devices such as wood, pellet, corn and wood etc.

Three copies of the permit applications must be completely filled out and submitted to the local building department by mail or in person with

- (1) Two sets of construction Plans and all supporting documentation
 - (a) Residential dwellings under 1,500 sq feet may be allowed without a by a design professional licensed by the State of NY, although a detailed set of plans are still required
- (2) All commercial construction plans are to be stamped and drawn to scale
- (3) All new residential and commercial waste water (septic) systems must be designed by a NY licensed PE

Workers compensation and disability benefits or an exemption from (NEW YORK STATE WORKERS COMPENSATION BOARD) are necessary and required before a permit can be issued. Only Owner occupied 1-4 family homes may use the BP 9-07 form enclosed in application, All others must have comp or get an exemption from NY comp board

Federal, State and local floodplain regulations must be applied in accordance with New York State Building Code.

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Inspection Notification to the Code Enforcement is the sole responsibility of the owner, contractor or agent.

- (1) minimum of 48 hrs no exceptions
Some may need earlier depending on the inspector
- (2) A CO will not be issued without

I _____ inspections and you may be required to dismantle work preformed and pay a fine the owner and contractor are responsible to notify the codes office for an inspection

Questions and answers

Q) Who determines when a building permit is required and how do I know if a permit is required
Answer The local code enforcement Officer, so the best way to know is contact the codes officer

Q) Do I need to comply with floodplain regulations if my community does not participate in the floodplain program

A) Yes NY State Incorporated the floodplain regulations within the State Building Codes.

Q) I am renting a commercial space and am not changing any of the structure do I need a permit

(A) Yes a permit is required to make sure that the new business complies with building & site plan review regulations concerning the use, maximum occupancy, fire regulations, etc. Failure to obtain a permit could result in a stop work order and possible fines.

Print name _____

Sign _____

Date _____

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

Under penalty of perjury. I certify that I am the owner of the 1,2, 3 or 4 family, owner-occupied residence (including condominiums) 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 check the appropriate box):

- I am performing all the work for which the building permit was issued.

- I am not hiring, paying or compensating in any way, the individual(s) that (are) performing all the work for which the building permit was issued or helping me perform such work.

- 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 the building permit was issued.

I also agree to either.

◆ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit 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 the building permit; OR

◆ have the general contractor, performing the work on the 1, 2, 3 or 4 family, owner-occupied residence (including condominiums) 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 the building permit

(Signature of Homeowner)

(Date Signed)

Home Telephone Number _____

(Homeowner's Name Printed)

Property Address that requires the building permit:

Sworn to before me this _____ day of _____
2011

(County Clerk or Notary Public)

Building Permit Application

Town/Village of _____ Plot plan

Draw a sketch of property (front, rear, both side yard), setbacks, including all buildings and driveways

Setback Rear Yard

Setback Front Yard

Print Name: _____ Sinature: _____
Tax Id# : _____

CONSTRUCTION SPECIFICATIONS Town /Village of _____

APPLICATION NO _____

PERMIT NO. _____

DATE _____

INSTRUCTIONS: This form to be attached, when completed, to the Application for Construction Inspection.

a) This application must be completely filled in by typewriter or in ink and submitted in duplicate to the inspector in charge.

b) Plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property must be drawn on the diagram which is part of this application.

c) This application must be accompanied by one set of specifications describing the nature of work to be performed, the materials and equipment to be used and installed and details of structural, mechanical, electrical and plumbing installations.

d) Upon approval of this application, the issuing inspector will issue a building permit to the applicant. Such permit shall be kept on the premises available for inspection throughout the progress of the work.

e) The work covered by this application may not be commenced before the issuance of a building permit.

f) No building shall be occupied or used in whole or in part for any purposes whatever until an application is made for a Certificate of Occupancy and shall have been granted by the inspector and issued by the municipality.

g) If this application is not filed by the owner, an affidavit must accompany it stating that the proposed construction is authorized and that the inspector shall be permitted to inspect the premises without the need of a search warrant.

1. State existing use and occupancy of premises and intended use and occupancy of proposed construction:

a) Existing use and occupancy _____

b) Intended use and occupancy _____

2. Nature of work (check which applicable): New Building Addition Alteration Repair Removal Demolition Installation

3. If dwelling, number of dwelling units _____ Number of dwelling units on each floor _____ If garage, number of cars _____

4. If business, commercial or mixed occupancy, specify nature and extent of each type of use _____

5. Dimensions of existing structure with alterations or additions: Front _____ Rear _____ Depth _____ Height _____ Number of stories _____

6. Dimensions of entire new construction: Front _____ Rear _____ Depth _____ Height _____ Number of stories _____

7. Size of lot: Front _____ Rear _____ Depth _____ Acres _____

8. Zone or use district in which premises are situated _____

9. Does proposed construction violate any zoning law, ordinance or regulation? _____

10. Name of Compensation Insurance Carrier _____

Number of Policy _____ Date of Expiration _____

11. Name of Architect, if required _____

Address _____ Phone No. _____

Name of Contractor _____

Address _____ Phone No _____

12. Will electrical work be inspected by an approved Electrical Underwriters Agency? If so, specify _____

13. A plot diagram must be prepared and attached hereto and locate clearly and distinctly all buildings, whether existing or proposed, and indicate all set-back dimensions from property lines. Give lot and block numbers or description according to deed, and show street names and indicate whether interior or corner lot

STATE OF NEW YORK, COUNTY OF _____

being duly sworn deposes and says that he is the applicant above named.

(Name of individual signing application)

He is the _____ of said owner or owners and is duly authorized to perform or have performed the

(contractor, agent, officer, etc.)

said work and to make and file this application; that all statements contained in this application are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and specifications filed therewith, and in accordance with applicable laws, ordinances, rules and regulations.

Sworn to before me this _____ day of _____ 20 _____

Notary Public, _____ COUNTY

Signature of Applicant _____

Request For A certificate of Occupancy or Compliance

Town/Village OF _____

I _____, am the (owner) (agent) of the structure herein described, and I hereby make a request for a certificate of occupancy or compliance for the following described structure.

Building Permit # _____ **Tax Id #** _____

Address _____ **Owner** _____

Signature Of Applicant _____ **Date** _____

A \$25.00 Fee is Required