

READ INSTRUCTIONS ON REVERSE BEFORE COMPLETING THIS APPLICATION

1 / APPLICANT'S NAME

DAYTIME PHONE NUMBER

STREET ADDRESS

CITY

STATE

ZIP

2 / APPLICANT IS (CHECK ONE OR MORE)

PROPERTY OWNER

GENERAL CONTRACTOR

OTHER (SPECIFY)

3 / PROVIDE PROJECT LOCATION INFORMATION FOR THE FOLLOWING:

A - COUNTY

D - STREET OR DIRECTIONS:

B - CITY, TOWN, VILLAGE

C - TAX MAP NO.

4 / PROVIDE NAMES, ADDRESSES AND TELEPHONE NUMBERS FOR ANY INDIVIDUALS NAMES BELOW:

A - OWNER

B - ARCHITECT AND/OR ENGINEER, IF ANY

C - GENERAL CONTRACTOR BUILDER

5 / CONTRACTOR INSURANCE:

WORKERS COMPENSATION AND DISABILITY BENEFITS SECURED BY CONTRACTOR:

YES

NO

NO WAGES TO BE PAID

6 / PROJECT COST ESTIMATE (SEE INSTRUCTIONS):

7 / CHECK ALL BOXES THAT APPLY TO THE NAMED PROJECT:

A - NATURE OF WORK -

B - CONSTRUCTION CLASS -

C - OCCUPANCY USE CLASSIFICATIONS

8 / A - IS THE SITE WITHIN FLOOD PLAN?

B - IS THE SITE IN WHOLE OR IN PART A DESIGNATED WETLAND?

C - "X" ALL OF THE FOLLOWING THAT DESCRIBE THE PROVISIONS FOR WATER AND SEWER:

9 / WHAT WILL BE THE METHOD OF PROVIDING HEAT?

PRIMARY

SECONDARY

NONE

10 / PLANS ARE (SEE INSTRUCTIONS)

ENCLOSED / ATTACHED

SHIPPED SEPARATELY

NOT SUPPLIED

11 / HAS ANY WORK COVERED BY THIS APPLICATION BEEN STARTED OR COMPLETED?

YES

NO

*IF YES, READ INSTRUCTIONS CAREFULLY AND ATTACH A DESCRIPTION AND EXPLANATION.

APPLICANT CERTIFICATION:

I hereby certify that I have read the instructions and examined this application and know the same to be true and correct. All provisions of laws and ordinances covering this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provision of any other state or local law regulating construction or land use or the performance of construction.

Signature of Applicant / Authorized Agent:

DATE:

CONSULT INSTRUCTIONS ABOUT APPROPRIATE FEE, REQUIRED PLANS, AND MAILING DIRECTIONS.

AMOUNT ENCLOSED: \$

BUILDING PERMIT APPLICATION INSTRUCTIONS

A BUILDING PERMIT IS REQUIRED BEFORE commencing construction or other improvement, removal or demolition of any building or structure (including auction barns, farm residences and other such structures) except as noted below; and BEFORE the installation of heating equipment.

A BUILDING PERMIT IS NOT REQUIRED for necessary repairs which do NOT involve material alteration of structural features, plumbing, electrical or heating/ventilation systems; for agricultural buildings such as dairy barns and poultry houses; erecting fences, constructing non-commercial storage facilities under 140 sq ft; and for replacing roofing or siding materials. (Under 25%)

ITEM INSTRUCTIONS FOR THE APPLICATION: (Items not listed are self explanatory. For further assistance, contact one of the offices listed below.)

3C. The tax map or property ID number can be obtained from the local assessor, by consulting the appropriate tax map, or through your county real property tax office. A Certificate of Occupancy will not be issued without this number.

5. Worker's compensation and disability benefits are necessary if wages are to be paid to anyone working on the project.

6. Project cost includes the material and labor code associated with project work. Not included are architect, attorney, engineer or other fees and land acquisition costs. Project costs do include direct costs for wells, septic systems, electrical hook-ups, foundation systems, etc.

7. If unsure of class, check off UNKNOWN or refer to Part 701.19 NYCRR. Most new single family homes are wood frame construction.

8. Your Town Clerk may be able to help you determine if the project site is in a flood plain or is designated as a wetland. If not, contact the nearest NYS Department of Environmental Conservation.

9. Enter Oil Hot Air, Oil Hot Water, Electrical Baseboard, Wood, etc. as appropriate.

SEND THIS COMPLETED APPLICATION TO THE OFFICE BELOW:

Peter Hathaway
Code Enforcement Officer
Town of Sanford
91 Second Street
Deposit, NY 13754

10. The original seal and signature of a licensed and registered architect or professional engineer must be affixed to ALL plans submitted; except residential buildings under 1,500 sq. ft. of living area, OR for interior alterations costing under \$10,000. Plans should include site work and landscaping, elevations, sections, dimensions and schedules.

11. Undertaking activity that requires a building permit prior to obtaining such a permit is prohibited. In considering what action, if any, to take in specific case, the Department will evaluate violations based on prior experience with the applicant and other relevant factors.

12. It is the builder's responsibility to notify the Building Inspector when the building is ready for inspection. (A set of Plans should be on site)

1st Inspection - Foundation and Septic System

2nd Inspection - Shell - Electrical and Plumbin

3rd Final Inspection - When the building is complete and a request is made for a Certificate of Occupancy.

APPLICATION FEE: The appropriate application fee in the form of a check, money order, or government agency voucher made payable to the TOWN OF SANFORD is required as indicated:

Up to \$500: No charge
\$501 - \$2000: \$50 permit fee and \$5 per thousand thereafter.
Ex. \$2001 = \$55, \$3001 = \$60

NOTE: \$100 Penalty for NO PERMIT