

# VILLAGE OF CHITTENANGO

CODE ENFORCEMENT OFFICE  
222 GENESEE STREET  
CHITTENANGO, NEW YORK 13037  
TELEPHONE: 315-687-5143  
FAX: 315-6876622

Examined \_\_\_\_\_

\_\_\_\_\_ ZONING

Approved \_\_\_\_\_ Permit No. \_\_\_\_\_

\_\_\_\_\_ BUILDING PERMIT

Disapproved a/c \_\_\_\_\_

\_\_\_\_\_  
Code Enforcement Officer

Date \_\_\_\_\_

## APPLICATION FOR BUILDING PERMIT

### INSTRUCTIONS

- A) Complete all applicable sections of the Application.
- B) Applicant and Property Owner must Sign and Date the Application.
- C) Submit the following required items with your completed application:  
(some items may not be applicable to your project)
  - Copy of your Survey ~ Indicating the project location with dimensions and setbacks. A detailed description of other buildings and structures on the premises, indicate distances in relationship to each building or structure, adjoining properties, public streets, fire hydrants and streams or creeks.
  - Building Plans ~ This Application must be accompanied by **two sets of plans** showing proposed construction and two complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed and details of structural, mechanical, electrical and plumbing installations. (Stamped by a licensed N.Y.S. Architect if over \$20,000 or 1,500 Sq Ft)
  - Energy Code Certification ~ RES COM and Air Leakage Inspection
  - Trusses Design Plans and Certification ~ Truss Identification Symbols for Commercial of Industrial Buildings
  - Floodplain application and Elevation Certificate
  - Zoning Board Application
  - Electrical Inspection Number from List Provided or Approved Inspector
  - General Contractor's Liability Insurance Certification (ACORD Form)
  - General Contractor's Workman's Compensation Insurance Certification (Form C105.2 or U26.3 NO ACORD Form) or Affidavit of Exemption (Form CE 200)
- D) An application is considered complete once all applicable required items have been received.
- E) Work shall not commence until a building permit has been issued.
- F) Time Limits. Permits become invalid if work is not commenced within 6 months of date of issue. Permits expire 12 months following date issuance. To renew a permit that is invalid or expired,

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APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building Permit pursuant to the New York State Building Construction Code for the construction of buildings, additions or alterations, for the removal or demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances, and regulations.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Address of Applicant

State whether applicant is owner, lessee, agent, architect, engineer or builder:

\_\_\_\_\_  
Name of owner of premises:

If applicant is a corporation, signature of duly authorized officer:

\_\_\_\_\_  
Name and title of corporate officer

1. Location of land on which proposed work will be done. Map No. \_\_\_\_\_ Section \_\_\_\_\_  
Block \_\_\_\_\_ Lots(s) \_\_\_\_\_ Number and Street \_\_\_\_\_
2. State Existing Use and occupancy of premises and intended used and occupancy of proposed construction:
  - a. Existing use and occupancy \_\_\_\_\_
  - b. Intended use and occupancy \_\_\_\_\_
3. Nature of work (check which applicable): New building \_\_\_ Addition \_\_\_ Alteration \_\_\_  
Repair \_\_\_ Removal \_\_\_ Demolition \_\_\_
4. Estimated Cost\* \_\_\_\_\_ Fee \_\_\_\_\_
5. If dwelling, number of dwelling units \_\_\_\_\_ Number of dwelling units on each floor \_\_\_\_\_  
If garage, number of cars \_\_\_\_\_  
If business, commercial, or mixed occupancy, specify nature and extent of each type of use \_\_\_\_\_

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6. Dimensions of existing structures, if any: Front \_\_\_\_ Rear \_\_\_\_ Depth \_\_\_\_ Height \_\_\_\_
7. Dimensions of same structure with alterations or additions: Front \_\_\_\_ Rear \_\_\_\_ Depth \_\_\_\_ Height \_\_\_\_ Number of Stories \_\_\_\_
8. Dimensions of entire new construction: Front \_\_\_\_ Rear \_\_\_\_ Depth \_\_\_\_ Height \_\_\_\_ Number of Stories \_\_\_\_
9. Size of lot: Front \_\_\_\_ Rear \_\_\_\_ Depth \_\_\_\_
10. Zone or use district in which premises are situated \_\_\_\_\_
11. Does proposed construction violate any zoning law, ordinance, or regulation? \_\_\_\_\_
12. Name of Compensation Insurance Carrier \_\_\_\_\_  
Name of Policy \_\_\_\_\_ Date of Expiration \_\_\_\_\_
13. Name of Owner of Premises \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
Name of Architect \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
Name of Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_
14. Will electrical work be inspected by a Certificate of Approval obtained from the New York Board of Fire Underwriters or other agency or organization? If so, specify \_\_\_\_\_  
\_\_\_\_\_

Costs for the work described in the Application for Building Permit include the cost of all of the construction and other work done in connection therewith, exclusive of the cost of the land. If final cost shall exceed estimated cost, an additional fee may be required before the issuance of the Certificate of Occupancy.

## PERMIT FEES

Building Permit	\$40 for 1 <sup>st</sup> \$1,000, \$3 for each additional \$1,000
Accessory Permit	\$75
Solid Fuel Burning Device	\$25
Certificate of Occupancy/Compliance	Residential \$15, Additions \$10, Commercial \$25, Swimming Pools, fence, sheds, demo, repairs, alterations, removal \$10
Sewer Tap	Call (315) 263 – 7048 for quote
Site Review Plans	\$75
Special Permits	\$125
Special Permits (Renewal)	\$50
Zoning Boundary Mod.	\$150
Variance Application	\$50
Flood Plain Application	\$100
Zoning Book	\$10
Subdivision Book	\$10

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### **PLOT DIAGRAM**

Locate clearly and distinctly all buildings, whether existing or proposed, and indicate all setback 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.