

DATE: _____

APPLICANT: _____
MAILING ADDRESS: _____

PROJECT SITE LOCATION: _____
TAX MAP NUMBER _____
TELEPHONE #: Home _____
Work _____

ALL INFORMATION REQUIRED!

INSTRUCTIONS: Please completely fill in this application with a ball point pen and submit completed application and required attachments to the Town Code Enforcement officer.

An approved Building Permit MUST BE obtained before work may be started. This application is NOT the approved Building Permit! A list of required attachments is on page two. Fee Schedule is on page three. Application is non-transferable.

1. Application for: (Circle) Residential; Commercial; Industrial; Agricultural; Recreational; Site Plan Review; Other _____
2. Permit for: (Circle) New Construction, Addition, Alteration, Demolition, Mobile Home, Septic, Heating, SFB Device, Use Change
3. Nearest Cross Roads _____ & _____
4. Dimensions of parcel: Frontage _____ x Depth _____ and/or Parcel area _____ (acres)
5. Set-back (in feet) from property lines to project front _____ right _____ left _____ rear _____
6. Is the property sub-divided? Yes; No. If yes, please provide documentation.
7. Is this parcel: A corner lot? Yes; No
8. Name of Architect or Engineer (if any): _____
Address: _____ Telephone # _____
9. Name of General Contractor (if any): _____
Address: _____ Telephone # _____
10. Total estimated value of project (includes materials & labor): \$ _____
11. Describe the proposed project and use: (If dwelling list # of units ____; stories ____; bedrooms ____; bathrooms ____)
12. House _____
Garage _____
Accessory Building _____
Commercial _____
Industrial _____
Other _____

Use additional sheet(s) for more space and list Height, Length & Width and Total Sq. Ft. as applies above. (See page 2)

CERTIFICATION: I hereby certify that I have read the instructions on all three pages and examined this application and all supporting attachments and know the same to be true and correct. All provisions of law and ordinances covering this project or use shall be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or conceal provisions of any other state, local or federal law or ordinance regulating construction, performance of construction, or intended use of project.

Signature of (Applicant) _____ Signature of Owner (if not Applicant) _____

(Please print name) _____ (Please print name) _____

Action by Building Official: Approved ___; Denied ___ Date of Action: _____ CEO Signature: _____

Specific reason(s) for denial: _____

See Attachments or additional sheets for explanation.

Sent to: Planning Board; Zoning Board of Appeals; Other: _____ Date: _____

Zoning: Agriculture ____; Residential ____; Business ____; Industrial ____; Land Conservation/other _____

Is Proposed Project in: Wetlands; Flood Plain?(Circle appropriate item if answer is Yes.)

Fees Received: Building _____ Land Use _____ Site Plan _____ Cash; Check; Check # _____

APPLICATION NUMBER _____ PERMIT NUMBER _____

TOWN OF HORNELLSVILLE BUILDING PERMIT APPLICATION Page 2 of 3

Your project cannot be started until the Building Official has issued a Building Permit.

The Applicant is also responsible to make all necessary calls for inspections (at least 48 hours in advance) and submit necessary fees as set forth in the appropriate Schedule of Fees. If you have any questions, please contact the Building Official www.townofhornellsville.com

A decision on the permit application WILL be withheld until all required documentation is obtained for review!

A. Required for ALL applications! 1.) Site Plan: This should consist of an accurate map (tape location, survey, etc.) showing existing and proposed structures/buildings on parcel. 2.) Show location of well, septic, size & depth of footers, basement, etc. 3.) Show all dimensions of proposed project and dimensions to property lines and street right-of-way. 4.) Show type of construction; materials to be used — including dimensions of materials; size & locations of windows, doors, etc.; construction method; size and locations of electric, plumbing and heating items to be installed. Use as many additional sheets as needed — include copy of blue-print, if you have one. 5.) Engineer OR Architect must stamp drawings for all projects in excess of 1500 sq. ft. OR addition making gross sq ft in excess of 1500 and copy MUST BE included. Identify ALL adjoining parcels and owners. 6.) Provide elevation drawings with applicable height dimensions. 7.) Provide proof of approval of individual sewage disposal system and plans. MUST contact Engineer for a “Perc Test” if installing a new system. 8.) **Manufactured Homes:** must provide Make, Model, Year, HUD Plate # (rear of home) , dimensions, serial number from identification tag inside of home, size and location of storage building or garage.

B. Required for ALL “Commercial” or “Industrial” applications! 1.) List of construction sequence. 2.) Time schedule for completion of each phase of project. 3.) Description of proposed uses; hours of operation; expected number of employees; anticipated volume of traffic that this project will generate. 4.) Graphic material showing traffic circulation, parking spaces and pedestrian walks. 5.) Topography and landscaping plans, open spaces and buffer zones. 6.) Preliminary engineering plans showing street improvements, storm drainage, water supply and sanitary sewer facilities, blueprints on all construction.

C. Required for ALL sign applications! Drawing of the proposed sign, clearly showing the dimensions, characters and shape; if illuminated — show source of power and location of illumination. If sign will be visible from a State or County highway, you must send a copy of application to all appropriate entities.

D. Septic System must be engineered by a design professional, including blueprints with application for all new or any repair of a system!

E. Mining Only! Describe the extent of proposed mining operation. Enclose a copy of NYS DEC Permit!

F. Required for change of use applications! Describe the nature of existing use and nature of proposed use.

G. Freshwater wetlands determination / permit from the NYS Department of Environmental Conservation. (As required by Article 24 of the Environmental Conservation Law) Provide certification indicating specific elevation in relation to Federal Flood Hazard Area if necessary.

I. Any other information you think might help the Building Official in making a decision regarding the approval of your application. Other information as requested by: Code Officer / Board of Appeals / Town Board / Planning Board

J. BEFORE YOU DIG — CALL 1-800-962-7962 — THREE DAYS IN ADVANCE!!

**This applies to any and ALL digging, even fence posts, septic systems, swing sets, etc.
Penalties up to \$7,500.00 if you do not call, plus the cost of repairing damaged underground lines!**

Town CEO: (607) 382-0573 cell
(607) 295-7768 office

Schedule of Fees: Fees will be based upon local building construction factor at Full Market Value

| | |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| A. Solid Fuel Burning Device or Heating System | \$40.00 |
| B. Manufactured Home | \$145.00 - Single-wide / \$230.00 - Double-wide |
| C. Septic System | \$60.00 |
| D. Demolition of Existing Structure | \$50.00 |
| E. Fire & Safety Inspection - Multi-Family & Assembly Area | \$60.00 plus \$1.50 per room in Multi-Family |
| Business up to 6,000 Sq. Ft. | \$50.00 |
| Business 6,001 - 10,000 Sq. Ft. | \$75.00 |
| Business over 10,000 Sq. Ft. or Industrial | \$100.00 |
| F. Variance Application | \$50.00 |
| Residential, Commercial or Industrial: | |
| G. Any Building Construction not specifically mentioned above: | |
| Up to \$2,000.00 of valuation | \$50.00 |
| Over \$2,000.00 of valuation | \$50.00 for the 1st \$2,000.00 of valuation plus \$2.00 for each additional \$1,000.00 or fraction thereof. |
| (Assumes Residential value of \$85.00 per Sq. Ft. & Decks or intended Unfinished Structure value of \$25.00 per Sq. Ft.) | |
| (Assumes Commercial or Industrial valuation of \$140.00 per Sq. Ft.) | \$85.00 for the 1st \$5,000.00 of valuation plus \$5.00 for each additional \$1,000.00 or fraction thereof. |
| Remodel & Renovation projects base at 40% of new Const. Valuation | |
| H. Amendment to previous permit(s) | \$10.00 |
| I. Renewal of Permit, if work not completed in 1 yr. | \$50.00 - Maximum of two (2) renewals |
| J. Zoning Permit | \$50.00 and project > \$10,000.00 of valuation for addition to, existing structure, change of use |
| K. Zoning Board of Appeals application | \$50.00 |
| L. PENALTY FOR BUILDING WITHOUT PERMIT - up to \$100.00 per day PLUS cost of building permit | |
| M. Site Plan review, etc., as determined by Board | |

These fees are exclusive of any other fees or charges incurred in construction projects as may be otherwise mandated by State or Federal Law, Rule or Regulation. Fees include all required inspections performed by the Code Enforcement Officer. Some projects may require inspections by others; therefore, those fees are not included in the above listed fees.

Use of the building is NOT permitted, either in whole or in part, until the Code Enforcement Officer has granted a Certificate of Occupancy, indicating compliance with the NYS Uniform Fire Prevention & Building Code.

The OWNER shall be required to sign, and have an Affidavit of Final Cost notarized (available at Clerk’s Office) which MUST be filed before a Certificate of Occupancy can be issued.

A permit expires one year from date of issue or is void if work is not begun within 90 days of issuance. Applications for extension shall be obtained from the Code Enforcement Officer. ANY CHANGES to the plans or specifications filed with the permit application MUST BE Approved by the Code Enforcement Officer before changes may be made.

You must provide evidence of Contractor having Workers Compensation Insurance in effect. If you, as owner, will be doing the work yourself, you must sign a waiver of Workers Compensation Insurance. If you, as owner, will hire ANYONE to work on the project— you must have a Workers Compensation Insurance policy in effect during the life of the project.

REQUIRED INSPECTIONS:

If your project has any of the following elements, you MUST notify the Officer at least 48 hours in advance for: Footers/ Foundation; Structural Elements; Insulation; Electrical (will also need Board of Underwriters Inspection); Plumbing; Septic; Heating, Ventilation, Air Conditioning (HVAC) System.

You will need to complete, sign and have Notarized; an Affidavit of Final Cost of Construction BEFORE scheduling the FINAL INSPECTION. A copy of electrical inspection & water lab report as required prior to the issuing of any certificate. Any work concealed or enclosed without being inspected by Code Enforcement Officer MUST BE opened for inspection. ONLY after approval is given may any work be concealed or enclosed!

These instructions are provided as a guide only; additional requirements may be imposed by the Code Enforcement Officer as they or the Law may warrant. The building permit must be displayed on the construction site and be visible from the roadway. Any questions may be directed to the Hornellsville Code Enforcement Officer.