

Town of Schuyler Building and Zoning Permit Application

(All Building Permits are good for one year)

Please fill out ALL necessary pages in this application!

This Application includes the following:

Instructions:	Cover Page
Information:	Page 1 & 2
Plans:	Page 3
Fees & Application Certification:	Page 4-5

Also Attached:

Worker's Compensation and Disability Insurance Information: *Please fill out necessary forms.*

Request for Sanitation Inspection Form: *Please fill out if you require a sanitation inspection.*

Percolation Test Requirements Form: *Please fill out if you require a percolation test.*

- A. No building or structure shall be erected, added to, or structurally altered until a permit has been issued by the Codes Enforcement Officer.
- B. All Fees are to be paid by Cash, Check or Money order, and made payable to the "Town of Schuyler".
- C. One set of building plans, specifications, and plot plans must be submitted.
- D. The plot plan must show the actual dimensions of the lot to be built on, clearly and distinctively show location of all buildings whether existing or proposed and the relationship to adjoining premises, showing all easements, names of street or public areas, indicating all set back dimensions from property lines. A land survey may be submitted or requested. A swimming pool is considered a structure.
- E. It will be a requirement of the owner or contractor to notify the Code Enforcement Officer when work will begin. After the first inspection the Code Enforcement Officer will then let either the owner or contractor know when the next inspection will be. If not called a **STOP WORK ORDER** may be issued.
- F. The work covered by this application may not be commenced before the issuance of a building permit.
- G. Upon the approval of this application by the Codes Enforcement Officer, a building permit will be issued to the applicant when payment has been received. Such permit must be displayed on the premises available for inspection throughout the process of work.
- H. Final inspection is necessary before a Certificate of Occupancy is issued. Final inspection is also necessary for a Certificate of Completion. No occupancy of a building can take place without approval of the Codes Enforcement Officer.
- I. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee is also charged determined on the extent of the variation from the original plans.
- J. Installations, alterations and repairs to residential premises, and materials, assemblies and equipment utilized in connection with building, must be reasonably safe to persons and property, and in conformity with applicable statutes of the State of New York, and orders, rules and regulations issued by the Codes Enforcing Authority Conformity of such works, materials, assemblies or equipment with the applicable requirements of the New York State Uniform Code is required and it is the responsibility of the applicant to be versed in this code and acquire the permit.

Town of Schuyler--Codes Department
 Ph. 733-7447, Email: codes@townofschuyler.com
Building and Zoning Permit Application
For Residential, Commercial and Multi-Residential

Zoning District _____ Date: ___/___/___ Codes Department # _____

****One set of plans and specifications must be submitted with this application,
 as well as proof of insurance---please see attachment from NYS Worker's Compensation board.

1. Project Location:

- a. _____
 (Address)
- b. _____
 (Tax Map#)
- c. _____
 (Directions)

2. Applicant:

Name: _____

Owner: (if different from applicant)

Name: _____

Address: _____

Address: _____

Phone: () _____ H
 () _____ W
 () _____ C

Phone: () _____ H
 () _____ W
 () _____ C

Applicant is (check one or more) _____ owner _____ builder/contractor _____ other (specify) _____

3. Application is hereby made to: (check and circle all that apply)

- A. _____ New Construction/Manufactured Home/Mobile Home
- B. _____ New Construction/Manufactured Home/Mobile Home (IN PARK)
- C. _____ Certificate of Occupancy/Home Occupation Permit
- D. _____ Alteration/Addition/Enclosed Porch
- E. _____ Demolition (no fee)
- F. _____ Shed/unenclosed porch/Deck/Carport (under 200 sq. ft.)
- G. _____ Garage/Accessory building/Shed/Misc. Storage Structure
- H. _____ Fencing (no fee)
- I. _____ Pool
- J. _____ Heating System Alterations
- K. _____ Area/Other Variance/Special Use Permit ***Application to Board of Appeals is needed
- L. _____ Zoning change ***Application to Board of Appeals is needed
- M. _____ Change of Use (no fee) please describe prev. & proposed use _____
- N. _____ Signs ***Application to Board of Appeals is needed
- O. _____ Billboard
- P. _____ Sewer/Septic Inspection ***Sewer permit or Sanitation Inspection form is needed
- Q. _____ Salvage Yard
- R. _____ Manufactured Residential Park Permit
- S. _____ Motor Home/RV Seasonal Use Permit
- T. _____ Miscellaneous inspection please describe _____

4. Construction Information:

Construction cost: _____
Square Footage:
House _____ square feet
Garage _____ square feet
House contains:
No. Bedrooms _____
No. Stories _____
No. Rooms _____

No. Baths _____
No. Garage stalls _____

5. Sewage Disposal: a. _____ new or _____ existing
b. _____ septic or _____ sewer
c. _____ other (Please explain) _____

***If applicable, attach Health Dept. Plans and approval

6. Water Supply: a. _____ New well or b. _____ existing well
c. _____ municipal water

7. Heating System: _____ electric _____ oil _____ gas _____ wood/pellet/corn
_____ forced air _____ baseboard _____ heat pump
_____ other, explain _____

8. If.....
..... the area of the new residential building is greater than 1500 square feet or
..... if the cost of the alteration or addition exceeds \$ 10,000.00, or
..... if the addition or alteration will have an affect on either structural or public safety
then the plans submitted must bear the original seal and signature of a NYS licensed Professional Engineer or Registered Architect as provided for in section 7307 and 7209 of the New York State Education Law.

Name _____ RA _____ PE _____
License No. _____ Phone No. () _____

9. Work covered by this application has been started or completed.
_____ Yes _____ No If yes, please attach a written explanation or write in the space below.

DRAW PLANS BELOW
Or
SUBMIT SEPARATELY

- Use Ink
- Show all lot lines and dimensions
- Show all pertinent streets
- Show distances from all buildings to lot lines and other buildings
- Show adjoining owners and distance to their buildings

SETBACKS MUST BE MEASURED FROM THE RIGHT-OF-WAY.
IF YOU NEED ASSISTANCE IN DETERMINING THE DISTANCE
ON YOUR STREET OR ROAD, PLEASE CONTACT THE CODES
OFFICER (733-7447) OR TOWN CLERK (733-7458).

The undersigned hereby certifies that the description, facts and plans set
Forth herein or herewith are correct and true and will be adhered to.

Date: _____

Signature

___ I. Pool: Above/In-Ground FEE: \$25.00

___ J. Heating System Alterations: (only if no building addition planned) FEE: \$ 25.00

___ 1. Wood/Pellet/Corn Stove ___ 2. Heating System ___ 3. Fireplace

___ K. Zoning Board of Appeals: Area/Other Variance or Special Use Permits:

Residential FEE: \$100.00 plus cost of publication-----Additional meetings: \$100 each.

Commercial and Multi-Residential FEE: \$250.00 plus cost of publication-----Additional meetings: \$100 each.

___ L. Zoning Change: FEE: \$200.00 plus cost of publication.

___ M. Change of Use: NO FEE

___ N. Sign illuminated/non-illuminated: FEE: \$25.00

___ O. Billboards: FEE: \$250.00

___ P. Sewer/Septic Inspection:

Septic System: ___ New NO FEE ___ Existing failed \$25.00 FEE

Sewer Connection: ___ New tap NO FEE ___ Existing connection \$25.00 FEE

___ Q. Salvage Yard Permit: FEE: \$100.00 Annually

___ R. Manufactured Residential Park Permit: FEE: \$2.50 per site (min. \$100) Annually.

___ S. Motor Home/RV Seasonal Use Permit: FEE: \$100.00 Annually

___ T. Miscellaneous inspection: FEE: \$25 per hour/minimum 1 hour.

AMOUNT ENCLOSED \$ _____ check, money order made payable to: TOWN OF SCHUYLER

11. APPLICATION 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 work will be compiled with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or land use or the performance of construction.

Signature of Applicant/
Authorized Agent _____

Date _____

(Please do not write below this line)

Code Department Use Only

Application Accepted By _____ Date _____

Fee/Amount Received _____ CA CH # _____

Receipt given: Yes No

Approved For Insurance By _____

Copy to Supervisor _____

Plans Checked By _____

Plans Approved By _____

Permit Issued _____ Denied _____

Certificate of Occupancy Applied For _____ C.O. Issued _____