

Marisol Torrens
Code Enforcement Officer

VILLAGE OF LIBERTY
BUILDING DEPARTMENT



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LIBERTY, NY 12754
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Accessory Structure Permit Application

Permit# _____ Phone# _____

Email Address: _____

Physical Address of Accessory Structure: _____

Type of work: _____

Size: _____ x _____

Electric: YES or NO

Estimated Cost: \$ _____

Contractor / Manufacturer: _____ Phone# _____

Email Address: _____

Name of Electrician _____ Phone # _____

Electric Inspection Agency _____ Phone # _____

Accessory Structure Zoning and Building Code Guideline Requirements

- Accessory structures over 576 sq. ft must be a minimum of 30 ft. from side and rear lot lines.
- Accessory structures less than 576 sq. ft. must be a minimum of 10 ft. from side and rear lot lines.
- No structure shall extend further to the front lot line than the primary dwelling.
- Accessory structures shall be a minimum of 10 ft. from the primary dwelling or fire protected.
- Heated or air-conditioned structures are subject to requirements of current energy code.
- Swimming pools shall not be installed in required front yards and must be a minimum of 10 ft. from side lot lines and 20 ft. from rear lot lines. A pool alarm, 48" barrier and GFI protected electric circuit for pool pump is required.

Signature of Applicant _____

By signing this document, you are stating that you have read and understand the accessory structure and building code guideline requirements above.

***** A Survey or detailed plot plan must be submitted depicting the placement of the structure. You may use the back of this document for the plot plan where lot lines are not in question. *****

Village of Liberty Building Permit Checklist

(Please READ and CHECK boxes prior to submission. We will not accept incomplete applications.)

1. I have read the instructions on page 2 of the permit application.
2. I have submitted a plot plan showing the lot and building on the premises.
3. I have submitted legible detailed plans as per the instructions on the permit.
4. I understand the work may not be started until a permit is issued.
5. I understand that all electrical work must be independently inspected.
6. I understand that not displaying the permit placard is a \$50.00 fine.
7. I understand that a Workman's Comp. exemption # or policy must be submitted.
8. I understand that construction debris must not be left outside during construction.
9. I understand that a minimum of 24 hours is required for inspections.
10. I understand that any change requires updating the permit.
11. I understand that it is illegal to occupy or use without a C/O.
A fine of \$1,500 per day for occupying without a C/O
12. I understand that C/O must be issued prior to occupancy of use.
13. I understand that a 911 number must be installed at the property.
14. I have given a copy of this checklist to my contractor.

By signing below, I am stating that I have read and agree to the statements above and the dwelling, structure, fuel burning device, etc. will not be used or occupied until the issuance of a Certificate of Occupancy the building department.

Signature of Applicant: _____ Date: _____

*****DON'T FORGET TO SUBMIT YOUR SITE PLAN. WE WILL NOT ACCEPT AN INCOMPLETE APPLICATION *****

Office Use Only:

- | | |
|---|--------------------------|
| Owners Proxy (if applicable) | <input type="checkbox"/> |
| Home Owners Association (if applicable) | <input type="checkbox"/> |
| Electrical Verification (if applicable) | <input type="checkbox"/> |
| Insurance | <input type="checkbox"/> |
| Plot plan/ Site Plan | <input type="checkbox"/> |
| Permit Fee's \$ _____ | <input type="checkbox"/> |

Owners Proxy

_____ deposits and states that he/she resides at:
(Owner)

(Location where work is being done)

And that he/she is the owner of the premises described in the attached application for a building permit application and further states that he/she has authorized _____ to make said application, secure any necessary permits and approvals, call for inspections, and request a certificate of occupancy upon satisfactory completion of the work described in said application.

Owner's signature: _____ Date: _____

Email Address: _____