

BUILDING PERMIT APPLICATION PROCEDURE

1. Obtain a permit application and specification sheet from the Village Clerk and fill it out completely.
2. Return the completed application along with two (2) sets of plans or sketches to the Building Inspector/Code Enforcement Officer. Plans must show the basic size of the structure, floor plans and a three dimensional view of the structure. *Note: any structure that has a floor area of 1500 s.f. or more requires stamped drawings from a NY registered Architect or Engineer and a list of materials.
3. If application is for install of a Factory Manufactured Home a NY Certified Installer must be identified. (A list of certified installers can be found at the following website: <http://www.dos.ny.gov/DCEA/pdf/intcertlist0022310.pdf> and certification letter must accompany application before a permit will be issued.
4. For new construction, a site plan must be submitted identifying location on property and property line distance.
5. A written description of the scope of work to be performed.
6. A certificate of insurance for all contractors working on the project or proof of compliance with mandatory coverage provisions of the Workers' Compensation Law will be filed with the Building Inspector/Code Enforcement Officer before any work will be permitted to commence. Owner-occupied residences must show proof of exemption from mandatory coverage by filing an affidavit of exemption.
7. Submit the proper fee to the Village Clerk.
8. The completed application must be filed at least 10 days prior to the anticipated starting date of the project.
9. The Building Inspector/Code Enforcement Officer will review the permit application and plans to make sure that they comply with all applicable codes and regulations. If there are any violations, they will be noted and the plans returned to the application for correction. A permit will be approved and issued when the plans comply with all necessary codes and regulations.