

VILLAGE OF LIBERTY
BUILDING DEPARTMENT

167 NORTH MAIN STREET, LIBERTY, NEW YORK 12754

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INSTRUCTIONS

1. This application must be completely filled in by the applicant/owner in ink & submitted to the Code Enforcement Officer.
2. Two (2) copies of the site plan showing the location of the lot and of all building on the premises, all proposed building and the relationship to the adjoining premises or streets or other areas, and giving a detailed description of the property showing all setback dimensions, .ie. all distances from the building to the road, side and front yard lines must be drawn and submitted as part of this application.
3. The application must be accompanied by two (2) complete sets of plans showing proposed construction and two (2) complete sets of specifications describing 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. **IF A PERMIT IS ISSUED, SUCH CONSTRUCTION MUST CONFORM TO THE PLANS AND SPECIFICATIONS SUBMITTED WITH THIS APPLICATION.**
4. **No proposed work may be started before a permit is paid for in full and issued.**
5. Once the application is approved, the Code Enforcement Officer will issue a building permit together with an approved, duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on site and available throughout the construction
6. **NO BUILDING SHALL BE OCCUPIED OR USED IN WHOLE OR IN PART FOR ANY PURPOSE UNTIL EITHER A CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF COMPLETION HAS BEEN GRANTED BY THE CODE ENFORCEMENT OFFICER.**
7. The applicant has read the above instructions and agrees to comply with all applicable laws, ordinances and regulations.

(Signature of applicant/Owner/Agent)

1. Location of land on which proposed work will be done:

Tax Map Section _____ Block Number _____ Lot/s Number _____

Street Name and Number _____

Owners name as shown on tax record _____

Address as shown on tax record _____

Telephone # _____ E-mail _____

2. State existing use and occupancy of the premises and the intended use and occupancy of proposed construction:

a. Existing use and occupancy _____

b. Intended use and occupancy _____

(Note: Be specific, Permit & Certificate of Occupancy will be issued and limited to stated use and occupancy.)

3. Nature of work (check box indicating which is applicable)

a. ☐ New Building ☐ Addition to existing building ☐ Alteration to existing building
☐ Repair ☐ Replacement ☐ Renewal
☐ Demolition ☐ Manufactured Home ☐ Other _____

b. Number of Stories _____ Number of Families _____ Heating Plant _____

Number of Bedrooms _____ Number of Bathrooms _____ Number of Toilets _____

c. Detailed description of work to be done: _____

4. If residential dwelling: number of dwelling units _____ number of dwelling units on each floor _____

5. If garage, number of cars _____

6. If business, commercial or mixed occupancy, specify nature and extent of each type of use

7. Dimensions of existing structures, if any;

Front _____ Rear _____ Depth _____ Height _____

Sketch exterior walls of existing buildings, showing all dimensions. (Do not include proposed construction)

8. Dimensions of same structure with alterations or additions:

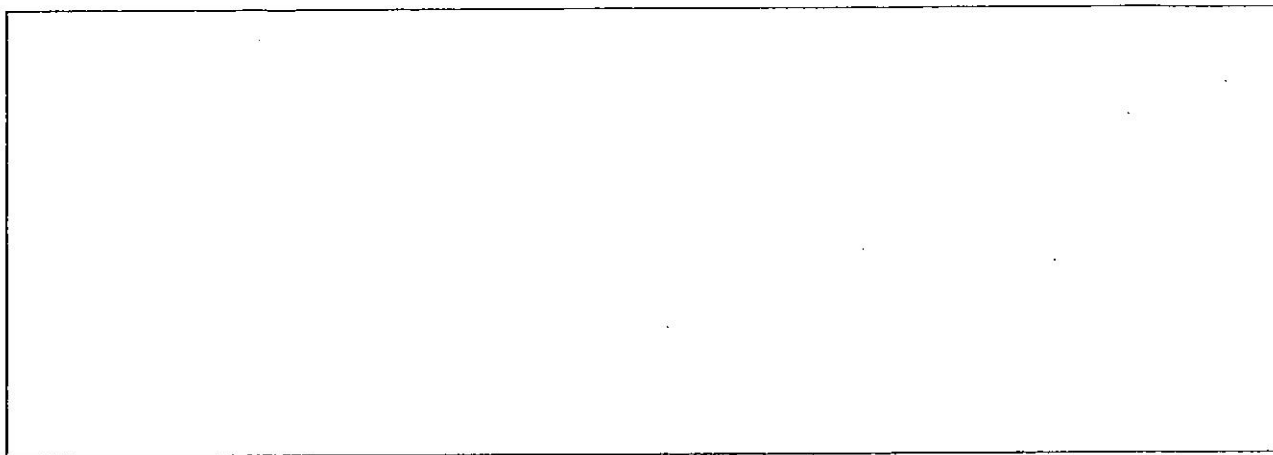
Number of Stories _____ Front _____ Rear _____ Depth _____ Height _____

9. Square footage of present structure _____

10. Square footage of proposed work _____

11. Size of lot: Front _____ Rear _____ Depth _____ Square footage of Lot _____

12. PLOT DIAGRAM: Locate clearly and distinctly all buildings; whether existing or proposed, and indicate all setback dimensions, i.e. all dimensions from building to rear, side and front yard lines. Show distances of all buildings from one another. Show location of street, roads and easements. Give lot and block numbers or description according to deed, and show street names and indicate whether interior or corner lot. Do not show floor plan or construction details here.



13. a. Is proposed work located in a floodplain? YES _____ NO _____

b. Is proposed work located in a floodway? YES _____ NO _____

14. Are there any zoning or code violations against the property? YES _____ NO _____

(If yes, list violations) _____

15. Name of Insurance Carrier _____ Policy No. _____

Address of Ins. Carrier _____ Date Policy Expires: _____

16. Name of Architect or Engineer _____ E-mail _____

Address _____ Telephone No. _____

17. Name of Builder _____ E-mail _____

Address _____ Telephone No. _____

18. Name of Electrician _____ License _____

Address _____ Telephone No. _____

ALL ELECTRICAL WORK MUST BE INSPECTED BY, AND A CERTIFICATE OF APPROVAL OBTAINED FROM THE NEW YORK BOARD OF FIRE UNDERWRITERS OR OTHER APPROVED AGENCY OR ORGANIZATION.

ADDITIONAL REQUIRED INFORMATION FOR MANUFACTURED HOMES

19. Name of Manufactured Home Installer _____

Address _____ Telephone No. _____

Manufactured Home Installer Certification # _____

20. Name of Manufactured Home Retailer _____

Address _____ Telephone No. _____

Manufactured Home Retailer # _____

21. Estimated cost of construction: _____

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

STATE OF NEW YORK,)
COUNTY OF _____)SS.:

_____ being duly sworn deposes and says that he is the applicant named
(NAME OF INDIVIDUAL SIGNING APPLICATION)

above. He is the _____ of said owner or owners, and is duly authorized
(NAME OF BUILDER, AGENT, CORPORATE OFFICER, ETC.)

to perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

(SIGNATURE OF APPLICANT)

Sworn to before me this _____ day of _____ 20____

Notary Public, _____

FOR OFFICIAL USE ONLY

(DO NOT WRITE BELOW THIS LINE)

ZONE PREMISES LOCATED IN _____ USE PERMITTED IN ZONE _____ YES () NO ()

SQUARE FOOTAGE OF LOT _____ SITE PLAN APPROVAL REQUIRED _____ YES () NO ()

DOES PROPOSED CONSTRUCTION VIOLATE ANY ZONING LAW, ORDINANCE OR REGULATION? YES () NO ()

APPROVALS GRANTED BY: (IF REQUIRED) PLANNING BOARD _____ YES () NO ()
ZONING BOARD OF APPEALS _____ YES () NO ()

SQ.FT. COMPUTATION OF FEE \$ _____ INITIAL FEE TO BE CHARGED _____

PERMIT APPROVED () PERMIT DISAPPROVED () IF DISAPPROVED, REASON _____

BY: _____ DATE: _____
(CODE ENFORCEMENT OFFICER)