

## 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.



**VILLAGE OF COHOCTON**  
**17 SOUTH MAIN STREET**  
**PO BOX 330**  
**COHOCTON, NY 14826**  
**WWW.COHOCTONNY.COM**

FOR OFFICE USE ONLY

DATE RECD: _____	RCVD BY: _____
FEE PAID _____	PERMIT # _____
PLANNING BOARD RECVD BY: _____	DATE: _____
ACTION BY PLANNING BOARD ___ APPROVED ___ DENIED	
REASON FOR DENIAL _____	
_____	
VARIANCE REQUIRED ___ YES ___ NO	
ACTION TAKEN BY CODE ENFORCEMENT OFFICER _____	
_____	

## GENERAL BUILDING PERMIT APPLICATION

**INSTRUCTIONS:**

1. PLEASE FILL OUT COMPLETELY; PRINT CLEARLY, INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.
2. SUBMIT THIS FORM AND ALL ATTACHEMENTS, WITH APPLICABLE FEES TO THE VILLAGE OFFICE.  
(see attached fee schedule)
3. A DETAILED DRAWING MUST BE INCLUDED.

APPLICANT'S NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_  
 OWNERS'S NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_  
 CONTRACTOR'S NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

PROPERTY LOCATION \_\_\_\_\_ TAX MAP # \_\_\_\_\_

If you are not the owner, in what capacity do you represent the owner? \_\_\_\_\_  
 Current use of space \_\_\_\_\_  
 Estimated cost \_\_\_\_\_ Estimated completion date \_\_\_\_\_  
 Anticipated increase in number of residents, shoppers, employees, etc (if applicable) \_\_\_\_\_

Proposed project dimensions, please provide measurements in feet:

SETBACK FROM FRONT PROPERTY LINES \_\_\_\_\_  
 SETBACK FROM SIDE PROPERTY LINES \_\_\_\_\_  
 SETBACK FROM REAR PROPERTY LINES \_\_\_\_\_  
 PERCENTAGE OF TOTAL LOT AREA NOW OCCUPIED BY ALL BUILDINGS \_\_\_\_\_  
 PERCENTAGE OF TOTAL LOT AREA PROPOSED BY ALL BUILDINGS \_\_\_\_\_  
 AREA OF PROPOSED NEW STRUCTURE OR ADDITION IN SQUARE FEET \_\_\_\_\_  
 HEIGHT OF PROPOSED NEW STRUCTURE IN FEET \_\_\_\_\_

WRITTEN DESCRIPTION OF THE PROPOSED PROJECT, INCLUDE MATERIALS BEING USED, PARKING SPACES, DIMENSIONS, DWELLING UNITS, OFFICE SPACE, ETC. AS APPROPRIATE. CAN USE ADDITIONAL SHEETS AS NECESSARY:

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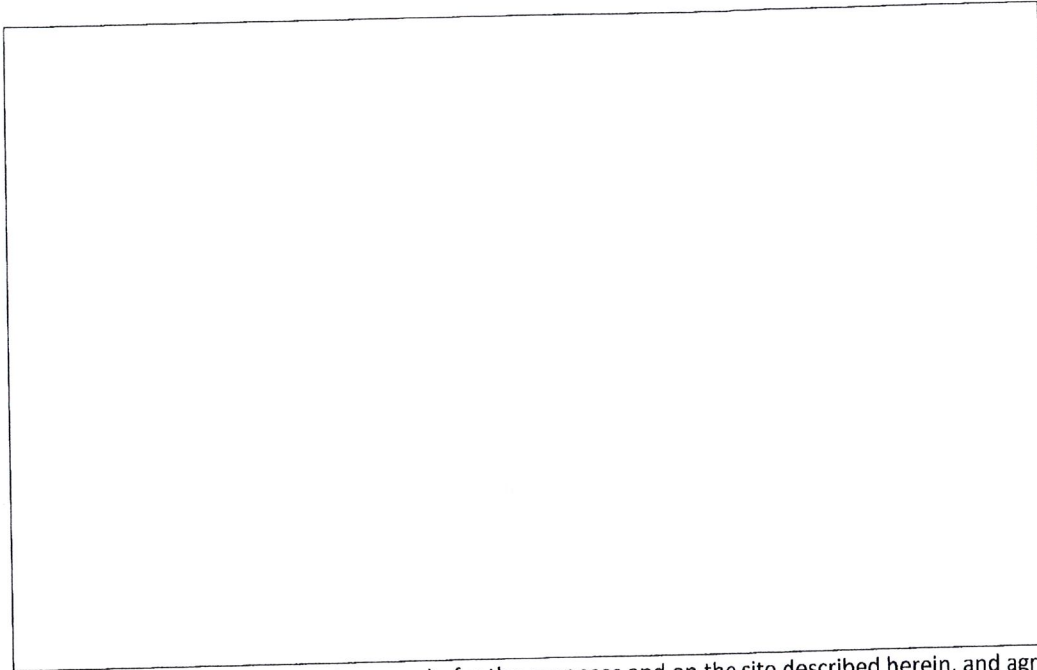
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Please provide a detailed drawing of the project. (Space provided on the following page, can use additional paper if necessary)  
 Drawing must include an arrow indicating north, dimensions of the lot, all streets that border the property, abutting properties labeled with names

of owners, dimensions of all existing and proposed buildings and other structures, including distances from the property lines and each other.  
NOTE: signs, fences, walls, porches, tool sheds, and other accessory structures must be shown on drawing.



I, the undersigned, hereby apply for approval or permit, for the purposes and on the site described herein, and agree that such purposes shall be undertaken in accordance with all the applicable laws and regulations of the Village of Cohocton and the State of New York. I understand that any permit or approval issued pursuant to this application shall expire if the project or action or use has not commenced within six months from the time of issuance. I further declare that all statements contained in this application and in any accompanying plans and specifications are true to the best of my knowledge and belief and that the work or action to be performed and/or the use of the property will be in conformity with the data in this application.

The owner or a representative of the project must be present at the planning board meeting if the application requires planning board approval.

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

**THIS SECTION FOR OFFICE USE ONLY**

Application number \_\_\_\_\_ Zoning District \_\_\_\_\_ Date of Application \_\_\_\_\_

Application requires Planning Board approval  yes  no

Application for: \_\_\_\_\_ preliminary site development plan approval – NO FEE

\_\_\_\_\_ final site development plan approval - \$45

\_\_\_\_\_ zoning compliance permit - \$5

\_\_\_\_\_ special use permit - \$45

\_\_\_\_\_ variance-\$50

\_\_\_\_\_ demolition permit - \$45

**Check whether the current or last previous use is listed in the Zoning law.**

permitted use  prohibited use  special use permit  not listed (may be non-conforming use)

permit granted for Use by action of ZBA

check if application requires approval from Steuben County Planning Board.

**VILLAGE OF COHOCTON**  
**BUILDING/ZONING PERMIT AND INSPECTION FEE SCHEDULE**  
**FEES ARE DOUBLED IF WORK IS STARTED WITHOUT A PERMIT**

**Zoning & Building**

Property Maintenance up to \$10,000.....no fee  
 Zoning permit (required on all permits, except for maintenance).....\$5  
 Variance.....\$45  
 Special use permit.....\$45

**Construction/remodeling**

Fee is based on cost of project as listed below. Cost shall include value of self labor or donated labor.

<u>Total Cost</u>	<u>Permit Application fee</u>
\$2,000 or less.....	\$35
\$2,000.01 to \$20,000.....	\$45 for the first \$2,000 plus \$3.50 for each additional \$1,000 or fraction thereof
\$20,000.01 to \$50,000.....	\$100 for the first \$20,000 plus \$2.00 for each additional \$1,000 or fraction thereof
Greater than \$50,000.....	\$150 for the first \$50,000 plus \$1.50 for each additional \$1,000 or fraction thereof

**Installation of Miscellaneous structures and equipment**

Free standing fence.....\$25  
 Free standing sign.....\$0  
 Above ground swimming pool, including fence.....\$35  
 In ground swimming pool, including fence.....\$75  
 Heating appliance: Furnace, boiler, room heater, wood burning stove, electrical service/generator, fireplace, and/or associated flues, chimneys, vents and piping.....\$35  
 Any Manufactured home.....\$75 (Includes all inspections)  
 Demolition.....\$45 (Roof tear off \$5)  
 Portable storage unit (PODs)...(fee *may* be refundable with compliance and removal of unit)....\$50  
 Sheds or other utility storage structures over 144 square feet or 12x12.....\$35

**Certifications**

Certificate of Occupancy or Compliance  
 First certificate: No charge  
 Copy of certificate previously issued.....\$7.50  
 Temporary cert. of occupancy or compliance (90 days) if permit is in effect....\$20  
 Third or subsequent cert of occupancy or compliance.....\$125  
 Flood zone status of individual property.....\$20  
 Septic inspection.....\$25

**Property Inspections** applies to inspections conducted to determine compliance with applicable provisions of the following laws:

NYS multiple residence law  
 NYS uniform fire prevention and building codes

**Dwellings**

**Single family** (on request).....\$45  
**Two family**.....\$60  
**Hotels, Bed and Breakfast establishments, rooming houses**....\$65 plus \$1.50 per room (all rooms in building)  
**Other multiple dwellings**, charged according to the number of dwelling units  
 3 – 6 units.....\$75 plus \$15 for each additional units from 4-6  
 7-12 units.....\$125 plus \$7 for each additional unit from 8-12  
 More than 12 units.....\$165 plus \$3.50 for each additional unit greater than 12  
**Commercial structure**.....\$50  
**Home based business that allow public entry**.....\$30  
**Non-profit organizations**.....\$15  
**Industrial**.....\$7.50 per thousand square feet of gross floor area (min. \$70)