

## **TO OBTAIN A PERMIT THE FOLLOWING ARE REQUIRED:**

Either detailed Construction Drawings or submittal of the “Cross Section” portion of the building permit application are required. Please note: The pdf version of the application is complete and can be used as is to be mailed, emailed or submitted in person. However, the ONLINE application will not include the “cross section” information. Therefore, if you wish to use it rather than drawings, you must download or print the form separately, as indicated, and upload it or email it to submit it.

Instrument survey map of existing structures.

Certificate of liability, disability and Workmen's compensation insurance. Please list Village of Newark, 100 E. Miller St, Newark, NY 14513 as Certificate Holder or Additionally Insured. If Workmen's Compensation is not required, a waiver must be filed Form WC/DB-100 (7-04).

Please submit digital plans as well as two (2) sets of paper plans (including site and landscaping, elevations, sections, details, and schedules) and specifications describing the proposed work are to be submitted with each application. All plans and specifications shall be in accordance with the State Education Law, Sections 7307 and 7209. This law requires that the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted except residential buildings under 1,500 square feet of living area, or to alterations costing under \$20,000.

Plans must comply with New York State Uniform Fire Prevention and Building Codes and Chapter 62 and Chapter 170 of the Village of Newark Code. Application may be made to the Zoning Board of Appeals for a variance, if required, and the application fee is \$100.00.

Third-party electrical inspection is required.

## **CERTIFICATES OF OCCUPANCY:**

No land can be occupied or used and no building which is erected, altered or extended can be used or changed in use until a Certificate of Occupancy is issued. Certificates of Occupancy cannot be issued until final building, plumbing and electrical approvals have been made. Electrical inspections are to be made by an electrical inspection agency approved by the Village of Newark.

## **FEES AND CHARGES:**

Fees are per Village Board authorized fee schedule on file in the Building and Zoning Department.

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

## **INSPECTIONS:**

Schedule inspections at least two (2) days in advance. Call (315)-331-4770, Code Enforcement Official. Office hours are 8:00 A.M. to 5:00 P.M., Monday through Friday, except legal holidays when the office is closed.

## **OTHER:**

- A. The applicant shall notify the Code Enforcement Official of any changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to

the requirements of the New York State Uniform Fire Prevention and Building Code. The authority conferred by such permit may be limited by conditions.

- B. A building permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the New York State Uniform Fire Prevention and Building Code, or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.
- C. A building permit shall expire twelve (12) months from the date of issuance, or upon the issuance of a Certificate of Occupancy (other than a temporary Certificate of Occupancy), whichever comes first. The Code Enforcement Official may, upon written request for good cause, allow successive extensions for periods not exceeding three (3) months each, provided that (1) The permit has not been revoked or suspended at the time the application for extension is made; (2) The relevant information in the application is up to date; (3) a renewal fee of \$ 30.00 is paid with the extension request.