



# Application For A Building Permit

## Part 1: General Information

### 1. Project Location and Information

Number and Street Address of Building Location: \_\_\_\_\_

Tax Map Number (can be found on tax bill): \_\_\_\_\_

Current use of the property/building: \_\_\_\_\_

Proposed use of property/building: \_\_\_\_\_

### 2. Owner Identification

Owner Name(s) (list all owners): \_\_\_\_\_

Address Of owner: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

### 3. Type of construction or improvement

New Building - Proposed use is \_\_\_\_\_

Conversation - current use is \_\_\_\_\_ Proposed use is \_\_\_\_\_

Addition       Alteration       Repair/replacement

Relocation       Demolition       Misc. Structure or Equipment

4. Description of Project \_\_\_\_\_

\_\_\_\_\_

### 5. Estimated Project Cost

Contractors estimate for the work to be performed: \_\_\_\_\_

If the work is to be performed by the homeowner: \_\_\_\_\_

Continue to page two: Do not write below this line - official use only

Date Received \_\_\_/\_\_\_/\_\_\_ Received by: \_\_\_\_\_

Special Approval needed by:  Planning Board     DEC     Army Corp of Engineers     Other



## Application for A Building Permit (page 2)

### Part 2: Designers and Contractors

1. Architect/Engineer: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_
2. General Contractor: Name: \_\_\_\_\_  
(who is overseeing Address: \_\_\_\_\_  
project) City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_
3. Electrical Contractor: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_
4. Plumbing Contractor: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_
5. Mechanical Contractor: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, zip: \_\_\_\_\_  
Phone: \_\_\_\_\_
6. \_\_\_\_\_ Contractor: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

### Part 3: Project Location and details

All buildings 1500 square feet or more need architect design prior to building permit being issued. For all other constitution a sketch of the work to be performed must be made a part of this application prior to building permit being issued. The sketch must include the following:

1. Location of the proposed structure or addition showing the number of stories and all exterior dimensions.
2. The distance of the proposal from all lot lines.
3. The distance of the proposal from any structures including structures on neighboring properties.
4. The depth of the proposed foundation or footers.
5. The maximum percentage of the lot to be covered by building(s).

Addition will be used as:	Family Room	Living Room	Kitchen	Den	Bedroom	Bath
	Full - or - Half	Other				
Basement:	Full	Partial	Crawl	Slab		
Garage:	Attached	Detached				
Deck/Porch:	Open	Covered	Enclosed	Screened	Other	
Utilities:	Electric	Gas	Other			

Needs Planning Board approval      Yes    No

Needs driveway permit from highway Superintendent Yes   No      Town   County State

### Application For A Building Permit (page 3)

#### Important Notices: Read Before Signing.

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Office and must conform to the New York State Uniform Fire Prevention and Building Code, the code of Ordinances of the Town of New Haven, and all other applicable codes, rules or regulations.
  2. It is the owner's responsibility to contact the Code Enforcement Office at (315)963-3900 x 5 or cell (315)532-0288 at least 72 hours before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will eventually be covered from visual inspection by additional work (i.e. Electrical work later to be covered by a wall)
- Do not proceed to the next step of construction until contacting CEO/Building Inspector. Otherwise, work may need to be removed at the owner's or contractor's expense to conduct the inspection.