

Tax Map # \_\_\_\_\_

**Town / Village of Nunda**

Permit # \_\_\_\_\_

**Application for a Building/Zoning Permit**

(Office Use Only)

**NOTE: INCOMPLETE OR MISSING INFORMATION AND OR DOCUMENTATION REQUIRED WILL DELAY OR DENY PROCESSING OF PERMITS NO PERMITS WILL BE ISSUED WITH OUT COMPLETED APPLICATION. THE APPLICATION MUST BE SIGNED IN BOTH REQUIRED SPACES**

**Part 1: GENERAL INFORMATION**

**1. Owner Identification**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

**2. Project Location and Information**

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

**3. Zoning District \_\_\_\_\_**

**Does the Proposed construction conform to current Town zoning law & Regulations Yes No**

**If no, please describe: \_\_\_\_\_**

**4. Type of Construction, Improvement, or Zoning Change (Check all that apply)**

*\*Please note additional forms may be required to be completed depending on application type*

Use Variance    Area Variance    Sub-Division    Special Use

Single Family Home.    Single Family mobile home (Double wide) (Single Wide).

Single Family Home (Modular).    Multi Family Home.

New Building – Proposed Use is \_\_\_\_\_

Conversion – Current use is \_\_\_\_\_ Proposed Use is \_\_\_\_\_

Addition    Alteration    Repair/Replacement    Relocation    Demolition

Misc. Structure or Equipment (I.e. Sheds, New or additional electrical services, -

Fire place Inserts, Free standing wood, gas, coal or pellet stoves)

SIGNS    New Furnace    Hot Water tank    Swimming Pool (Above & in Ground)

5. Description of Proposed Project: \_\_\_\_\_

\_\_\_\_\_

Dimensions of: New Structure \_\_\_\_\_ Area \_\_\_\_\_ Sq. Ft.

Additions: \_\_\_\_\_ Area \_\_\_\_\_ Sq. Ft.

Alterations: \_\_\_\_\_ Area \_\_\_\_\_ Sq. Ft.

6. Estimated Project Cost:

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

Estimate if work is to be performed by Homeowner: \_\_\_\_\_

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**Part 2: Designers and Contractors**

1. Architect/Engineer:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

2. General Contractor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

3. Electrical Contractor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

4. Plumbing Contractor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

5. Mechanical Contractor

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

6. Contractor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

**I I Home owner performing all Work Check here.**

**Please read and initial at the bottom of this page**

### **Part 3: Project Location and Details**

An application for a building permit shall request sufficient information to permit a determination that the intended work accords with the requirements of the Uniform Code and the NYS state energy conservation construction code and shall require submission of the following information and documentation: ***Note: addition documentation may be required upon review of application***

**1. 2 sets of construction documents (drawings and/or specifications) that define the scope of the proposed work. Construction documents shall not be accepted as part of an application for a building permit unless such documents:**

**A. are prepared by a New York State registered architect or licensed professional engineer where so required by the Education Law**

**B. indicates with sufficient clarity and details the nature and extent of the work proposed to include but not limited to:**

**1. All Dimensions and proposed layout of structure & Foundation including windows & Doors size & placement**

**2. Insulation R values throughout the structure type of insulation used**

**3. Window & door schedule to include U factors and SHGC information**

**4. All Mechanical information regarding HVAC size and calculations, efficiencies & type of whole house mechanical ventilation system used.**

**5. All Lighting information**

**C. substantiate that the proposed work will comply with the Uniform Code and the State Energy Conservation Construction Code.**

D. where applicable, include a site plan that shows any existing and proposed structures on the site, the location of any existing or proposed well or septic system, the location of the intended work, and the distances between the structures and the plot lines.

E. Applications for a building permit or for an amendment thereto shall be examined to ascertain whether the proposed construction is in substantial conformance with the requirements of the Uniform Code. Provisions shall be made for construction documents accepted as part of a permit application to be so marked in writing or by stamp. One set of accepted construction documents shall be retained by the government or agency charged with or accountable for administration and enforcement of the code. One set shall be returned to the applicant to be kept at the work site so as to be available for use by the code enforcement official

2. **Addition** will be used as:  Family Room;  Kitchen;  Full Bath;  Half Bath;  Bedroom;  Living Room;  
 Den;  Other\_\_\_\_\_.
3. **Basement:**  Full;  Partial;  Crawl;  Pier;  Slab
4. **Garage:**  Attached;  Detached
5. **Utilities:**  Electric;  Gas;  Other:\_\_\_\_\_
6. **Deck / Porch:**  Open;  Covered;  Enclosed;  Screened;  Other:\_\_\_\_\_
7. Site plan within a flood plain:  Yes  No
8. Sewage Disposal System Approved:  Pre existing  Yes (Attach Copy of approve county permit  No
9. Water Supply:  Public;  Private; Tested:  Yes  No

**I have read the above requirements Applicants initials:**

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**IMPORTANT NOTICES: READ BEFORE SIGNING**

- 1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Official and must conform to the New York State uniform fire prevention and Building code, The Code Ordinances of the Town of West Sparta, and all other applicable codes, rules or regulations.**
- 2. It is the OWNERS RESPONSIBILITY TO CONTACT THE CODE ENFORCEMENT OFFICIAL AT 585- 519 -3321 AT LEAST 24 HOURS BEFORE THE OWNER WISHES TO HAVE AN INSPECTION CONDUCTED. 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.**
- 3. All electrical work will be inspected by a third party electrical inspector approved by the Code Enforcement official ( Homeowner will be subject to all Inspection fees at time of inspection ) \*Work will not continue until CEO has Notification from electrical inspector.**
- 4. OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICIAL TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PERSUANT TO THIS PERMIT, PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON WORK – RELATED VIOLATIONS WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTION(S)**
- 5. New York State law requires contractors to maintain Worker’s Compensation and Disability Insurance for their employees. No Permit will be issued unless**

**currently valid worker's Compensation and Disability insurance certificates are attached to this application. If the contractor or Home Owner believes he/she is exempt from the requirements to provide Worker's Compensation and/or Disability Benefits, the contractor must complete the CE 200 form available at [WWW.wcb.ny.gov](http://WWW.wcb.ny.gov) type CE200 in the search bar, click request for WC/DB Exemption over view, read overview instructions and then click select to access web based exemption application. Complete application and submit & print copy and return to the CEO at time of filing the application.**

**6. A Certificate of Occupancy or Compliance will be issued on all projects after full compliance and final inspection is completed.**

**7. This permit does not include any privilege of encroachment in, over, or upon any town, county, or state road or right-of-way.**

**8. The Building permit card must be displayed so as to be visible from the road or street nearest to the site of work being conducted.**

**9. This building permit will become null and void unless construction has started within 120 days of the date of issuance. All Permits shall expire one year from date of issuance, or upon issuance of a C of O or C of C. The permit upon request may be renewed for a period of one Year provided that (1) the permit has not been revoked or suspended at the time of request for renewal; (2) the relevant information in the application is up to date; (3) The permit is no more than fifteen (15) Days past its expiration date. A renewal fee will be charged upon renewal of any permit as set by the Town / Village of Nunda Fee Schedule.**

**10. In issuance of the permit, the town assumes no responsibility regarding the performance or quality of work, except as provided by law.**

**I, \_\_\_\_\_, the above named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm under penalty of perjury that all statements made by me on this application are true, and that I am duly authorized to make and file this application.**

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**Signature**

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**Date**

**DO NOT WRITE BELOW THIS LINE OFFICIAL USE ONLY**

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Special approval needed by:      Planning Board      Zoning Board      County planning Board

Action taken by Planning Board

Approve    Deny    Approve with modifications

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Chair \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Action taken by Zoning Board of Appeals

Approve    Deny    Approve with modifications

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Chair \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

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**CEO / ZEO use only**

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Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Denied: \_\_\_\_\_

Date: \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_

\_\_\_\_\_

**FEES**

Nature of Work: \_\_\_\_\_ \$ \_\_\_\_\_

Nature of Work: \_\_\_\_\_ \$ \_\_\_\_\_

Additional Fees or Penalties: \_\_\_\_\_ \$ \_\_\_\_\_

Zoning Fees: \_\_\_\_\_ \$ \_\_\_\_\_

Special use permit fees: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL FEES** \$ \_\_\_\_\_

Permit Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Renew Date: \_\_\_\_\_

Town / village of Nunda revised 3/21/18