

READ INSTRUCTIONS ON REVERSE BEFORE COMPLETING THIS APPLICATION

1/ APPLICANT'S NAME \_\_\_\_\_ DAYTIME PHONE NO. \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

2/ APPLICANT IS (CHECK ONE OR MORE)
\_\_\_ PROPERTY OWNER \_\_\_ GENERAL CONTRACTOR \_\_\_ OTHER(SPECIFY) \_\_\_\_\_

3/ PROVIDE PROJECT LOCATION INFORMATION FOR THE FOLLOWING:
A-COUNTY \_\_\_\_\_ D-STREET ADDRESS OR DIRECTIONS \_\_\_\_\_
B-CITY, TOWN, VILLAGE \_\_\_\_\_
C-TAX MAP NO. \_\_\_\_\_

4/ PROVIDE NAMES, ADDRESSES AND TELEPHONE NUMBERS FOR INDIVIDUALS NAMED BELOW
A-PROPERTY OWNER B-ARCHITECT AND/OR ENGINEER, IF ANY C-GENERAL CONTRACTOR BUILDER
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5/ CONTRACTOR INSURANCE -
WORKER'S COMPENSATION AND DISABILITY BENEFITS SECURED BY CONTRACTOR \_\_\_ YES \_\_\_ NO \_\_\_ NO WAGES TO BE PAID

6/ PROJECT COST ESTIMATE (SEE INSTRUCTIONS)

7/ CHECK ALL BOXES THAT APPLY TO THE NAMED PROJECT:
A - NATURE OF WORK -
\_\_\_ NEW HOUSE/BLDG \_\_\_ GARAGE,CARPORT \_\_\_ ADDITION \_\_\_ CHANGE OF USE
\_\_\_ MOBILE HOME \_\_\_ STORAGE SHED \_\_\_ ALTERATION \_\_\_ DEMOLITION
\_\_\_ MANUFACTURED HOME \_\_\_ SWIMMING POOL \_\_\_ RELOCATION
B - CONSTRUCTION CLASS -
\_\_\_ TYPE 1 FIRE RESISTIVE \_\_\_ TYPE 3 HEAVY TIMBER \_\_\_ TYPE 5 WOOD FRAME
\_\_\_ TYPE 2 NONCOMBUSTIBLE \_\_\_ TYPE 4 ORDINARY \_\_\_ UNKNOWN
C - OCCUPANCY USE CLASSIFICATIONS
\_\_\_ R-3 ONE-FAMILY DWELLING \_\_\_ R2 MULTIPLE DWELLING APARTMENTS \_\_\_ B BUSINESS \_\_\_ S1 -S2 STORAGE
\_\_\_ R-3TWO-FAMILY DWELLING \_\_\_ R1 MULTIPLE DWELLING HOTEL/MOTEL \_\_\_ M MERCANTILE \_\_\_ A-1 ASSEMBLY
\_\_\_ R4 MULTIPLE DWELLING SR CITIZEN \_\_\_ F1 INDUSTRIAL \_\_\_ I-1 INSTITUTIONAL
\_\_\_ R3 MULTIPLE DWELLING ADULT RESIDENTIAL CARE \_\_\_ U Utility or Miscellaneous

8/A - IS THE SITE WITHIN A FLOOD PLAIN? \_\_\_ YES \_\_\_ NO
B - IS THE SITE IN WHOLE OR IN PART A DESIGNATED WETLAND? \_\_\_ YES \_\_\_ NO
C - "X" ALL OF THE FOLLOWING THAT DESCRIBE THE PROVISIONS FOR WATER AND SEWER:

\_\_\_ PUBLIC WATER SYSTEM \_\_\_ NEW PRIVATE WELL \_\_\_ PRIOR EXISTING PRIVATE WELL \_\_\_ OTHER
\_\_\_ PUBLIC SEWER SYSTEM \_\_\_ NEW SEPTIC SYSTEM \_\_\_ PRIOR EXISTING SEPTIC SYSTEM

9/ WHAT WILL BE THE METHOD OF PROVIDING HEAT?
PRIMARY \_\_\_\_\_ SECONDARY: \_\_\_\_\_ NONE

10/ PLANS ARE (SEE INSTRUCTIONS)
\_\_\_ ENCLOSED/ATTACHED \_\_\_ SHIPPED SEPARATELY \_\_\_ NOT SUPPLIED

11/ HAS ANY WORK COVERED BY THIS APPLICATION BEEN STARTED OR COMPLETED: \_\_\_ YES \_\_\_ NO
\*IF YES, READ INSTRUCTIONS CAREFULLY AND ATTACH A DESCRIPTION AND EXPLANATION

APPLICANT CERTIFICATION - I hereby certify that I have read the instructions and examined this applicaiton and know the same to be true and correct. All provisions of laws and ordinances covering this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or land use or the performance of construction.

Signature of Applicant/
Authorized Agent X \_\_\_\_\_ Date \_\_\_\_\_

CONSULT INSTRUCTIONS ABOUT APPROPRIATE FEE, REQUIRED PLANS AND MAILING DIRECTIONS.
AMOUNT ENCLOSED \$ \_\_\_\_\_

BUILDING PERMIT APPLICATION INSTRUCTIONS

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A BUILDING PERMIT IS REQUIRED BEFORE commencing construction or other improvement, removal or demolition of any building or structure (including auction barns, farm residences and other such structures) except as noted below; and BEFORE the installation of heating equipment.

A BUILDING PERMIT IS NOT REQUIRED for necessary repairs which do NOT involve material alteration of structural features, plumbing, electrical or heating/ventilation systems; for agricultural buildings such as dairy barns and poultry houses; erecting fences, constructing non-commercial storage facilities under 140 sq. Ft.; and for replacing roofing or siding materials. (Under 25%)

ITEM INSTRUCTIONS FOR THE APPLICATION: (Items not listed are self explanatory. For further assistance, contact one of the offices listed below. )

3C. The tax map or property ID number can be obtained from the local assessor, by consulting the appropriate tax map, or through your county real property tax office. A Certificate of Occupancy will not be issued without this number.

5. Worker's compensation and disability benefits are necessary if wages are to be paid to anyone working on the project.

6. Project cost includes the material and labor costs associated with project work. Not included are architect, attorney, engineer or other fees and land acquisition costs. Project costs do include direct costs for wells, septic systems, electrical hook-ups, foundation systems, etc.

7. If unsure of class, check off UNKNOWN or refer to Part 701, 19 NYCRR. Most new single family homes are wood frame construction.

8. Your Town Clerk may be able to help you determine if the project site is in a flood plain or is designated as a wetland. If not, contact the nearest NYS Department of Environmental Conservation.

9. Enter Oil Hot Air, Oil Hot Water, Electrical Baseboard, Wood, etc., as appropriate

10. The original seal and signature of a licensed and registered architect or professional engineer must be affixed to ALL plans submitted; except residential buildings under 1,500 sq. Ft. of living area, OR for Interior alterations costing under \$10,000. Plans should include site work and landscaping, elevations, sections, dimensions and schedules.

11. Undertaking activity that requires a building permit prior to obtaining such a permit is prohibited. In considering what action, if any, to take in specific case, the Department will evaluate violations based on prior experience with the applicant and other relevant factors.

12. It is the **builder's responsibility to notify the Building Inspector** when the building is ready for inspection. (A set of Plans should be on site)

**1<sup>st</sup> Inspection** -Foundation and Septic System  
**2<sup>nd</sup> Inspection** - Shell - Electrical and Plumbing  
**3<sup>rd</sup> Final Inspection** - When the building is complete and a request is made for a Certificate of Occupancy.

APPLICATION FEE: The appropriate application fee in the form of a check, money order or government agency voucher made payable to the TOWN OF HANCOCK is required as indicated :

Cost of Proposed Activity	Application Fee
Up to \$500	No Charge
\$501 to \$2,000	\$30
\$2001 to \$25,000	\$30 for the first \$2,000 Plus \$5 for each additional \$1,000 (or fraction thereof) Up to and including \$25,000
\$25,001 and up	\$145 for the first \$25,000 Plus \$4 for each additional \$1,000 (or fraction thereof)

SEND THIS COMPLETED APPLICATION TO THE OFFICE BELOW:

MICHAEL M SALVATORE

CODE ENFORCEMENT OFFICER  
661 W MAIN STREET  
HANCOCK, NY 13783  
607 637-3651

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**EFFECTIVE APRIL 7, 1993, NEW YORK STATE WORKER'S COMPENSATION LAW REQUIRES THAT BEFORE A BUILDING PERMIT IS ISSUED THE APPLICANT MUST SUBMIT PROOF OF WORKER'S COMPENSATION AND DISABILITY BENEFITS OR SUBMIT A STATEMENT THAT THEY DO NOT REQUIRE THESE COVERAGES.**