

BUILDING PERMIT APPLICATION

NUMBER _____

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 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

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 dimensions and schedules. 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

SEND THIS COMPLETED APPLICATION TO THE OFFICE BELOW:

MICHAEL M SALVATORE

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

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,

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)

1st Inspection -Foundation and Septic System

2nd Inspection - Shell - Electrical and Plumbing

3rd 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	\$25
\$2001 to \$25,000	\$25 for the first \$2,000 Plus \$4 for each additional \$1,000 (or fraction thereof)
	Up to and including \$25,000
\$25,001 to \$50,000	\$117 for the first \$25,000 , Plus \$3 for each additional \$1,000 (or fraction thereof) Up to and including \$50,000
\$50,001 and OVER	\$192 for the first \$50,000, Plus \$2 for each additional \$1,000 (or fraction thereof)

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.