

Instructions for a Building Permit

1. Building Permit application:

- Survey map or plot diagram
- Two (2) sets of New York State certified engineer/architectural stamped plans
- NYS Energy Code compliance will require a REScheck or a COMcheck for all new residential structures and additions that will be used for occupancy.
- Contractors Workmen's Compensation Insurance or a signed Liability Waiver
- Septic system permit from Livingston County Health Department if applicable
- Driveway permit if applicable
- Fee for the permit application is due upon approval of the building permit application and issuance of the building permit.
- Flood Plain application and permit where applicable.

2. Code Enforcement Officer (CEO) has 1 week to review plans and approve or disapprove them. Compliance with Town Zoning will be determined during the review process. Proposed changes to approved plans will require approval of the CEO. Disapproved plans will be referred to the Zoning Board upon request of the Applicant.

3. Building permits are required for the following:

- Residential: Remodeling that includes electrical, plumbing, structural changes, or changes in the outside size, shape, or appearance. This may include some door and window placements/replacements.
- All commercial work
- All structures including pools, sheds over 170 sq. ft., and additions
- Construction of all chimneys, installation of fireplaces and wood, pellet, or coal stoves.
- Demolition of structures

4. Building permits are not required for the following:

- Residential work that does not include electrical, plumbing, or structural change.

5. Upon completion of the project, a Certificate of Occupancy or Certificate of Compliance will be issued by the CEO

Permit No. _____

Permit Issued _____

Permit Expires _____

Zoning District _____

Tax Map Number # _____

APPLICATION FOR ZONING/BUILDING PERMIT Town of Conesus, County of Livingston, New York

INSTRUCTIONS:

1. This application must be completely filled in by typewriter or in ink and submitted to the Building Department with permit fee.
2. A land survey map showing location of lot and of buildings on premises, relationship to adjoining properties and street frontage may be required. A plot diagram may be substituted upon Building Department approval.
3. Actual work may not commence until issuance of building permit. Such permit shall be displayed on premises available for inspection through the progress of the work.
4. Submit 2 sets of plans and specifications with architect stamp seal if required.
5. Work under \$20,000 does not need architectural stamp or seal unless the work involves structural changes.
6. No building shall be occupied or-used until a Certificate of Occupancy has been issued by Building Department.
7. After approval of application, changes or alterations are prohibited unless Building Department approves. An additional permit fee may be charged predicated on the extent of the variation from the original plans.
8. This application is valid for one year, but may be extended for 3 months.
9. All building permits are required to be closed out with the issuance of a Certificate of Compliance or a Certificate of Occupancy.
10. It is the responsibility of the applicant/owner to contact the Building Department to conduct inspections during construction and upon completion of project.
11. New construction within Conesus Lake Watershed involving grading shall be referred to the Conesus Lake Watershed Inspector.

PROPERTY OWNER: _____

Mailing Address: _____

Town/State/Zip: _____

Telephone: _____ E-Mail: _____

APPLICANT (if not property owner) _____

Name: _____

Address: _____

Town/State/Zip: _____

Telephone: _____ E-Mail: _____

PROPOSED CONSTRUCTION LOCATION

Address: _____

Fire District: _____

Nearest Intersecting Road: _____

Subdivision Name: _____

LOT INFORMATION

Lot Dimensions: _____ feet wide _____ feet deep

Lot Area: _____ square feet _____ acres

NEW CONSTRUCTION (if applicable)

Flood Plain _____

Panel # _____

Public Water Hookup Public Sewer Hookup

Private Water Private Sewer

NATURE OF WORK

- Construction of New Building
- Addition to a Building - Size & Use _____
- Alteration to a Building - Describe _____
- Demolition of a Building - Describe _____
- Move / Relocate Structures
- Installation of Oil or Gas Burner
- Installation of Plumbing
- Installation of Electrical
- Other Work - Describe _____

NON-RESIDENTIAL STRUCTURES

- Accessory Building Size _____
- Garage - Att'd _____ Det'd _____ Size _____
- Shed - Size _____
- Barn - Size _____
- Deck/Porch Size _____
- Fence Size _____
- Pool Inground Size _____
- Sign
- Other Work - Describe _____

Heat Type _____

Fuel Type _____

CONTRACTOR

Name: _____

Address: _____

Position: _____

City/Town: _____

Organization: _____

State: _____ Zip: _____

Telephone: _____

Names and Telephone Numbers of Subcontract Electrician, Plumber, and Other Subcontractors:

CONTRACTOR COMPENSATION OR GENERAL LIABILITY CARRIER (If Applicable)

Name: _____

Policy # _____

ARCHITECT/ENGINEER (If Applicable)

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Professional License No: _____

Telephone: _____

State: _____

Detailed sketch of proposed construction, materials proposed and floor plan (if applicable) must be provided on additional sheet.

TYPE OF DWELLING - NO. OF STORIES _____

- Ranch Dimensions _____ Sq. Ft. _____
- Raised Ranch Dimensions _____ Sq. Ft. _____
- Split Level Dimensions _____ Sq. Ft. _____
- 1 ½ Story Dimensions _____ Sq. Ft. _____
- 2 Story Dimensions _____ Sq. Ft. _____
- Modular Dimensions _____ Sq. Ft. _____
- Mobile Home Dimensions _____ Sq. Ft. _____
Year _____

OCCUPANCY & USE OF PROPERTY

- One Family Dwelling
- Two Family Dwelling
- Multiple Dwelling # Units _____
- Commercial - Type _____
- Professional - Type _____
- Other Type - Occupancy _____
- Change in Occupancy _____

CHIMNEY/FIREPLACE:

Erection of Chimney UL# _____

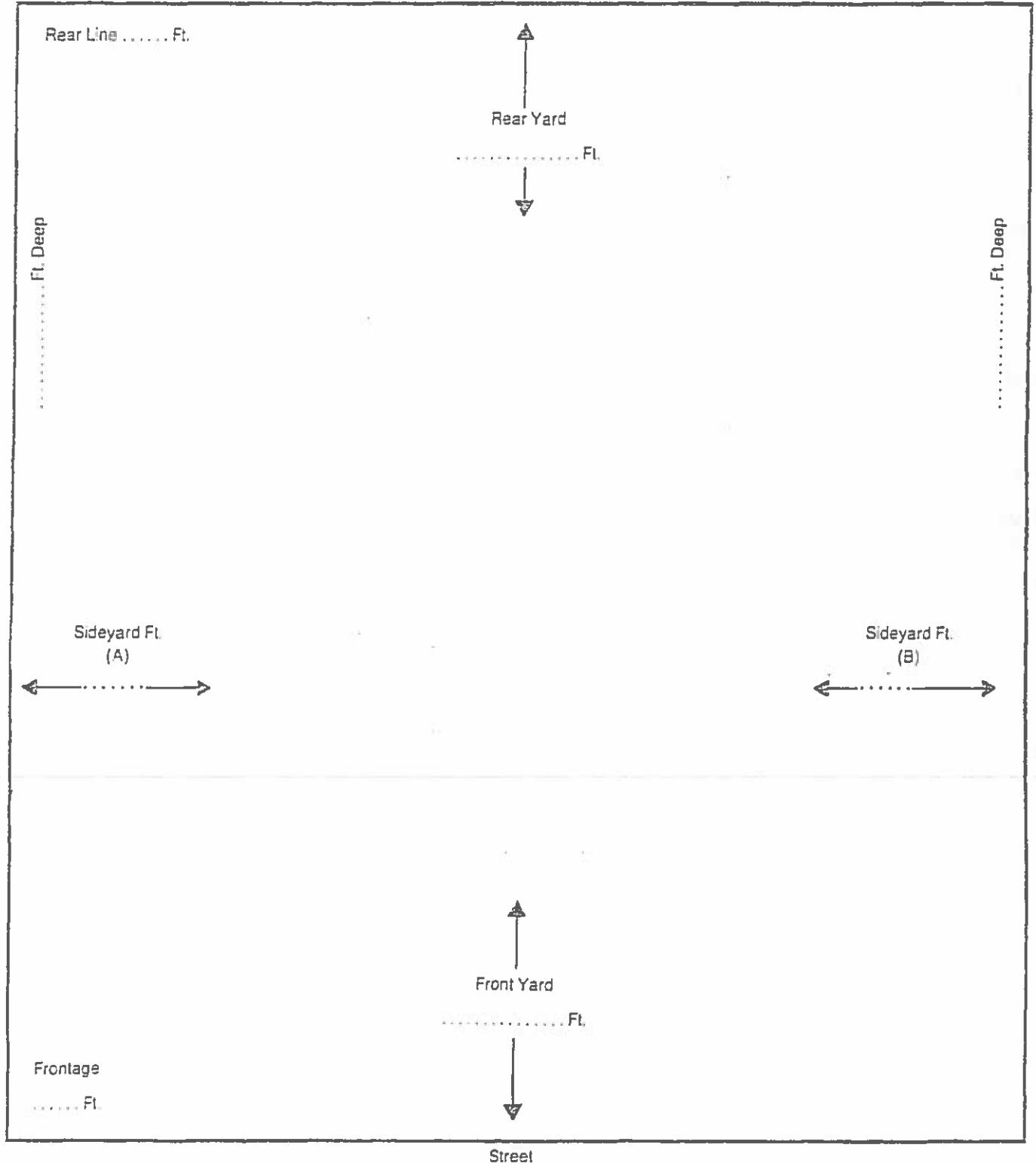
Installation of a Fireplace or Insert UL# _____

Installation of a Wood Burner UL# _____

Make of Stove/Fireplace/Insert _____

PLOT DIAGRAM/SURVEY MAP

Locate clearly and distinctly all buildings, whether existing or proposed, and indicate all setback dimensions from property lines. Give identifying information or deed description, show all easements and street names, adjacent property owner names. Indicate whether an interior or a corner lot. Show any water bodies or creeks, shorelines.



FEE INFORMATION

Estimated Cost of Construction: _____

Floor Area: _____ Sq. Ft. _____

Fee: _____ Received: _____ By: _____

I hereby apply under the Zoning Ordinance and the Building Code of the Hamlet/Town of Conesus, New York for a permit to construct or alter a building and/or accessory structure as set forth above, and I certify that the statement herein contained are true to the best of my knowledge and belief.

I also grant the permission for the Code Enforcement Officer to enter the property and structures thereon as frequently as deemed necessary to inspect the same for the compliance of the Uniform Code.

If applicant is not the owner, please explain: _____

Signature of Applicant/Owner Date

This application is hereby (Approved/Disapproved) and permission is (Granted/Refused) for the construction or alteration of a building and/or accessory structure as set for above.

Zoning Officer/Building Inspector Date

Does Use Violate Any Code: _____
Is So Describe: _____

PETITION
to the Conesus Joint Board of Appeals

Dated _____

Signed _____
Petitioner

Action by the Conesus Joint Board of Appeals on the above stated matter:

Dated _____

Attest _____
Secretary, Board of Appeals

Chairman _____
Member _____
Member _____
Member _____
Member _____