

Town of Inlet
Assessing and Codes Enforcement Office
P.O. Box 179, Inlet, NY 13360
Phone: (315) 357-5726 Fax: (315) 357-3570
E-mail: codes@inletny.com
Website: townofinlet.org

APPLICATION FOR A BUILDING PERMIT

**NOTE: AN INCOMPLETE APPLICATION MAY DELAY THE TIMELY ISSUANCE OF YOUR PERMIT;
PLEASE ENTER N/A IF A SECTION IS NOT APPLICABLE.**

PART 1: GENERAL INFORMATION

1. Project Location and Information

Number and Street Address: _____
Tax Map Number: _____
Current use of the property/building: _____
Proposed use of the property/building: _____

2. Owner Identification

Owner's Name: _____
Address of owner: _____
City, State, Zip: _____
Phone Number: _____

3. Type of Construction or Improvement

New Building - Proposed use is _____
 Conversion - Current use is _____ Proposed use is _____
 Addition Alteration Repair/Replacement Wood/Propane Stove
 Relocation Demolition Misc. Structure or Equipment
 Sign Modular Home Mobile Home

4. Description of Project:

5. Estimated Project Cost:

Contractors estimate for the work to be performed: _____
Estimated completion date: _____
If the work is to be performed by the homeowner: _____
Estimated completion date: _____

PART 2: DESIGNERS AND CONTRACTORS

1. **Architect/Engineer:** Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____
2. **General Contractor:** Name: _____
Phone Number: _____
3. **Electrical Contractor:** Name: _____
Phone Number: _____
4. **Plumbing Contractor:** Name: _____
Phone Number: _____
5. **Mechanical Contractor:** Name: _____
Phone Number: _____
6. _____ **Contractor:** Name: _____
Phone Number: _____

PART 3: PROJECT LOCATION AND DETAILS

A plot plan drawn to scale must be attached

A sketch of the work to be performed must be made a part of this application. 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 structure including neighboring structures;
4. The depth of the proposed foundation or footers;
5. The maximum percentage of the lot to be covered by the building(s);

Addition will be used as: Family Room; Living Room; Kitchen; Den;
 Bedroom; Bath Full -or- Half;
 Other _____

Basement: Full; Partial; Crawl; Pier; Slab

Garage: Attached; Detached;

Utilities: Electric; Gas; Other _____

Deck/Porch: Open; Covered; Enclosed; Screened; Other _____

Does the property have: New Private Well New Septic System
 Existing Well Existing Septic System
 Other _____

Plans are: Attached/Enclosed Shipped Separately Not Supplied

Has any work on the project been started or completed? _____

Zoning Classification: _____

Is the project in compliance with the Town of Inlet Zoning Ordinance? _____

COMMERCIAL:

Size _____ Style _____ Foundation Type _____
Number of Stories _____ Number of Rooms _____ Number of Restrooms _____
Heat Type _____ Fuel Type _____ Foundation Type _____

ALL RESIDENTIAL: (Site Built, Modular, Manufactured Single Wide, Manufactured Double Wide)

Size _____ Style _____ Number of Stories _____
Number of Rooms _____ Number of Bedrooms _____ Number of Baths _____
Heat Type _____ Fuel Type _____ Foundation Type _____
Fireplace _____ Solid Fuel Appliance _____

ADDITIONAL MOBILE HOME INFORMATION:

Manufacturer _____ Date of Manufacture _____
Attach NYS Dept. of State Codes Division Approval: 2 Page Noting Restrictions or Absence Thereof

ADDITIONAL MOBILE HOME INFORMATION:

Mobile Home Park Name _____ Lot # _____
Make _____ Year _____ Size _____
Serial # _____ Hud # _____

GARAGE/SHED:

Size _____ Attached _____ Detached _____
Foundation Type _____
If attached, is fire barrier detail on print? _____

SIGN: Please provide the following information:

- Plot Plan Showing:
 1. Location of the sign
 2. Distance from buildings, roads, utility poles, property lines
 3. Existing signs/sizes & dimensions, etc.
- Drawing of the proposed sign including:
 1. Dimensions
 2. Area in square feet
 3. Structural supports/brackets
 4. Height (from ground to top/bottom)
 5. Text/Lettering
 6. Colors
 7. Lighting/Illumination (interior/exterior)

PORCH/DECK:

Size _____ Foundation/Piers _____

(Porches and decks attached to the building with the frost walls and full foundations are required to have footings below frost depth.)

POLE BARN:

Size _____ Pole Size _____
Pole Placing _____ Floor Material _____

OTHER CONSTRUCTION: _____

ADDITIONAL COMMENTS: _____

INFORMATION BELOW WILL BE COMPLETED

BY

CODE ENFORCMENT OFFICER

USE AND OCCUPANCY CLASSIFICATION:

- A- Assembly B- Business E-Educational M- Mercantile
 R-residential
 S-Storage U-Utility/Misc

Application Fee Rcvd: _____ Cash _____ Check _____

Make Checks Payable to the Town Of Inlet

Date Application Received _____ Reveiwed/Approved _____

Assessor Review _____ Date _____

Drive Way <input type="checkbox"/>	Address Form <input type="checkbox"/>	Water <input type="checkbox"/>	Sewer <input type="checkbox"/>	CC Septic <input type="checkbox"/>
Liability <input type="checkbox"/>	Worker's Comp <input type="checkbox"/>	Plot Plan <input type="checkbox"/>	Bldg Plan <input type="checkbox"/>	A.P.A. <input type="checkbox"/>
Flood Plan <input type="checkbox"/>	Energy Audit <input type="checkbox"/>	DEC Wetland <input type="checkbox"/>	AG <input type="checkbox"/>	Rough Lumber <input type="checkbox"/>

Project Name

APPLICATION FOR A BUILDING PERMIT

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 Local Laws of the Town of Inlet, and all other applicable codes, rules or regulations.
2. It is the owner's responsibility to contact the Code Enforcement Office at 315-357-5726 (Mon. thru Fri. 8 a.m. to 4 p.m.) at least **48 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 IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED. Otherwise, work may need to be removed at the owner's or contractor's expense to conduct the interior inspection. Close coordination with the Code Enforcement Office will greatly reduce this possibility.
3. OWNER HERBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICE TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, **PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PEURSUANT TO THIS PERMIT AND ANY OTHER NON WORK-RELATED VIOLATIONS WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTION(S).**
4. 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 or are on file with the Town of Inlet Codes Enforcement Office. If the contractor believes he/she is exempt from the requirements to provide Worker's Compensation and/or Disability Benefits, the contractor must complete form WC/DB-100 attached hereto.
5. **If a Certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued.**
6. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.
7. This permit does not include any privilege of encroachment in, over, under, or upon any town road or right-of-way.
8. The building permit card must be displayed as as to be visible from the street nearest to the site of the work being conducted.

PENALTIES & OFFENSES:	
Section 77-15. Local Law #1, 2007 NYS UNIFORM FIRE PREVENTION AND BUILDING CODE	
In addition to the remedies prescribed by the Code, any person, corporation, association, firm or partnership that fails to remedy the condition found to exist in violation of the code and this local law shall be subject to a fine of not more than \$250.00 or imprisonment for a period not exceeding thirty (30) days, or both such fine and imprisonment.	
Each violation that continues to exist beyond the date fixed in the order of the Code Enforcement Official to remedy the violation shall be deemed a separate offense.	
The Applicant hereby states that he is the owner or authorized agent for which the foregoing work is proposed to be done, and that he is duly authorized to perform such work, and that all workmen employed on this project are covered by Worker's Compensation Insurance as required under Worker's Compensation Law and that all work will be performed in accordance with all existing state and local ordinances. I further state that all information is true and correct to the best of my knowledge.	
In a written instrument, any person who knowingly makes a false statement which such person does not believe to be true, has committed a crime under the laws of the State of New York, punishable as a Class A Misdemeanor. (PL210.45)	
_____	_____
Date	Signature of Applicant