



**State of New York
Department of State
Division of Code Enforcement and Administration**

One Commerce Plaza
99 Washington Avenue
Albany, NY 12231-0001
(518) 474-4073 Fax: (518) 486-4487

Permit # _____

Building Permit Application

NOTE: Three sets of construction documents must be submitted with the application.

1. Applicant's name, address, and phone number:

Applicant is (check one or more): Owner Agent Engineer/Architect
 Contractor Other (specify: _____)

2. Owner's name, address, and phone number:

3. Contractor's name, address, phone number:

Wages are being paid for performance of work: Yes No
If yes, name of insurance carrier for Worker's Compensation and Disability benefits:

4. Project Location: Municipality: _____ County: _____

Street address:

Tax Map number:

Directions:

5. Water Supply: Municipal water supply New well Existing well

Wastewater: Municipal sewer Septic system (if applicable, attach local or State Health Department approval)

6. Nature of work - Check all that apply: New Building Addition Alteration Change of Use

Describe previous and/or proposed use of facility:

Cost of new construction or addition: \$

Cost of alteration: \$

7. Flood Plain: Site is is not within a flood plain

Wetland: Site is is not in a designated wetland

8. BUILDING PERMIT FEE SCHEDULE

Building/Structure Description	Fee	Applicable Fee
New Construction		
One- or two-family dwellings or multiple single family dwellings (townhouses) regulated by the Residential Code of New York State , including accessory structures constructed simultaneously	First 1,500 square feet of area.....\$200 Each additional 1,000 square feet or fraction thereof.....\$100	\$
	Siting of a manufactured home.....\$50	\$
Residential buildings regulated by the Building Code of New York State , including accessory structures constructed simultaneously	Each 1,000 square feet of area or fraction thereof.....\$200	\$
Installation of an approved factory manufactured home (modular)	First dwelling unit or sleeping room.....\$100 Each additional dwelling unit or sleeping room....\$50	\$
Garages, swimming pools or other miscellaneous structures not constructed simultaneously with the construction of a dwelling	Each 1,000 square feet of area or fraction thereof.....\$50	\$
Sheds or other miscellaneous storage structures under 500 square feet\$25	\$
Buildings and structures regulated by the Building Code of New York State	Each 1,000 square feet of area or fraction thereof.....\$200	\$
Additions - Fees for projects which involve the construction of an addition onto an existing building shall be computed solely on the basis of the square footage of the area of the proposed addition		
To a one- or two-family dwelling or multiple single family dwelling (townhouse) regulated by the Residential Code of New York State	Each 1,000 square feet of area or fraction thereof.....\$100	\$
To residential buildings regulated by the Building Code of New York State	Each 1,000 square feet of area or fraction thereof.....\$200	\$
To garages, swimming pools or other miscellaneous structures	Each 1,000 square feet of area or fraction thereof.....\$50	\$
To buildings and structures regulated by the Building Code of New York State	Each 1,000 square feet of area or fraction thereof.....\$200	\$
Alterations and/or Renovations - No fee for an alteration and/or renovation shall exceed the fee which would be applicable if the particular building or structure were to be newly constructed		
To a one- or two-family dwelling or multiple single family dwelling (townhouses) regulated by the Residential Code of New York State , including accessory structures\$75	\$

Building/Structure Description		Fee	Applicable Fee
Residential buildings regulated by the <i>Building Code of New York State</i>	To the electrical, HVAC, or plumbing system or to any combination thereof\$200	\$
	Other types, including structural alterations	Each dwelling unit or sleeping room to be altered or renovated.....\$50	\$
	To an area not included as part of a dwelling unit or sleeping room\$200	\$
Buildings and structures regulated by the <i>Building Code of New York State</i>	To the electrical, HVAC, or plumbing system or to any combination thereof\$200	\$
	Other types of alteration and/or renovations, including structural alterations	Each 1,000 square feet of area or fraction thereof.....\$200	\$

9. Amount enclosed \$ _____
Check, money order or government agency voucher made payable to: **NYS Department of State**

10. NYS Licensed Professional who drawn the plans being submitted in support of this application:
Name, address, phone number: _____ RA PE

License Number: _____
The above-named design professional must complete and attach a plan review summary sheet

11. Work covered by this application has been started or completed: Yes No
If yes, attach a written explanation.

12. Applicant certification: I hereby certify that I have read the instructions and examined this application 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 _____ Date _____



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PLAN REVIEW SUMMARY
BUILDINGS AND STRUCTURES REGULATED BY THE
BUILDING CODE OF NEW YORK STATE (BCNYS)

Applicant: _____ Project: _____

The following information is to be provided by a New York State licensed professional engineer or registered architect. This form is required to be submitted with the building permit application.

Subject	New Construction	Alteration	Addition	Change of Occupancy		BCNYS Citation
				Previous	Proposed	
Occupancy Classification						302
Construction Classification						602
Building Height				XXX		503,504, 506, 507
Building Perimeter qualifying as Frontage				XXX		506
Sprinkler System - Yes or No				XXX		506
Largest Building Area				XXX		502.1
Allowable Building Area (including increases)				XXX		506, 507
Fire Protection Water Supply (GPM/Hr)				XXX		FCNYS F508

Remarks or Special Conditions (attach additional sheets if necessary):

The documents submitted herewith show compliance with the *Energy Conservation Construction Code of New York State*.

Date: _____

Name: _____ Signature: _____

RA or PE (circle one) License Number: _____

Address and phone number:

BUILDING PERMIT APPLICATION INSTRUCTIONS

This form applies only within those counties and communities where the Department of State (DOS) enforces the New York State Uniform Fire Prevention and Building Code (Uniform Code). Consult your local government officials to see if a zoning or other special permit is also required. Application procedure regulations are contained in Part 1202 of Title 19 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR), copies of which are available upon request. A permit will be issued when it is determined that the application is complete and the proposed work conforms to applicable requirements of the Uniform Code. The authority conferred with the permit may be limited by conditions. The Department of State must be notified of any changes to information contained in the application during the period for which a permit is in effect.

A BUILDING PERMIT IS REQUIRED BEFORE commencing construction or other improvement, removal, relocation, 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 or wood burning devices.

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

3. Workers' compensation and disability benefits are necessary if wages are to be paid to anyone working on the project.

4. 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.

5. Submit three copies of septic system design documents as approved by local, county or state health department or agency. If there is no local, county or state jurisdiction for approval of sewage systems, submit a design for review by the Department of State

If you are unsure, contact your town or village clerk or call your nearest county or state Health Department office.

6. New construction, addition or alteration 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, etc.

7. 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 New York State Department of Environmental Conservation office.

12. 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 cases, the Department will evaluate violations based on prior experience with the applicant and other relevant factors.

SEND THIS COMPLETED APPLICATION TO:

New York State Department of State
Division of Code Enforcement and Administration
One Commerce Plaza
99 Washington Avenue
Albany, NY 12231-0001