Application for Building and Zoning Permit

Village of Castleton

P.O. BOX 126
85 SOUTH MAIN STREET
CASTLETON, NY 12033
TEL: 518-732-2211
FAX: 518-732-1550

Building Department

Date _____ 20 _____ Permit No. _____

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Building and Zoning Permit pursuant to the New York State Building Construction Code for the construction of buildings, additions or alterations, or for removal or demolition, as herein described. The applicant or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on the back of this application which are part of these requirements, and also will allow inspectors to enter the premises for the required inspections.

NOTE- READ INSTRUCTIONS ON REVERSE SIDE

Applicant's Name _____
Address _____
_____
Phone: _____
Owner's Name _____
Address _____
_____
Phone: _____
General Contractor _____
Masonry Contractor _____
Electrical Contractor _____
Plumbing Contractor _____
Property Location of Proposed Construction _____
_____
Tax Map No. _____
* Needed: You can get this off your tax bill *
Existing Use _____
Intended Use _____
Name of Insurance Carrier
(Please submit Insurance Certificate & Proof of Workers Comp.)
_____

Zoning District _____
Lot Size _____ Area _____
Existing Building Size _____
New Building Size _____
Classification Block:
Residential _____ Commercial _____
School District _____
Residence _____ Sign _____ Pool _____
Addition _____ Garage _____
Demolition _____ Excavation _____
Specify Other: _____
Estimated Cost $ _____

BUILDING DEPARTMENT USE ONLY

Floor Area _____ **Sq. Ft.**

Fee $ _____

Approved by _____
Building Inspector

DATED: _____

_____
(Applicants Signature)

STATE OF _____
COUNTY OF _____

Subscribed and sworn to (or affirmed) before me this
_____ **day of** _____ **20**_____
Date **Month** **Year**

_____
Signature of Notary Public

BUILDING DEPARTMENT USE ONLY

REASON FOR DENIAL : _____
_____
_____

_____
Building Inspector

***** INSTRUCTIONS & REQUIREMENTS LOCATED ON THE BACK *****

INSTRUCTIONS

REQUIRED FOR A PERMIT:

1. Sealed Plans (two sets) no reverse, no options
2. Plot plan showing setbacks, septic, well, driveway, fences, access, bldg. (as well as proposed location of new structure)
3. Planning Board approval (if applicable)
4. Foundation plan to fit land that house is being built on
5. Energy study – sealed
6. Application filled out completely
7. "To Whom it May Concern"- (located below) signed by Owner and Builder, whoever is responsible for inspections, etc.
8. Insurance Certificate as well as proof of Workers Compensation
9. Solid fuel burning permit
10. E-911 Mailing address application filled out

INSPECTION SCHEDULE

Note: Inspections by Building Department are required to the following schedule

YOU MUST CALL for an inspection BEFORE proceeding to the next step:

1. Footings before pouring concrete
2. Foundation Walls before pouring concrete
3. Foundation Inspection before backfill
4. **Submit Survevor's location of foundation to Building Department before framing is started or modular set**
5. Plumbing, Heating, Framing and Electrical Inspections before any closing in of the framework
6. Chimney/ Fireplace/ Woodstove
7. Insulation
8. Final Inspection – When all work is completed, required for sewer, water, electrical, health and building codes

ALL INSPECTIONS REQUIRE 24 HOURS NOTICE.

This application must be completely filled in by typewriter or in ink to the Building Department. Plot Plan must show location of lot and of buildings located on the premises, relationship to adjoining premises or public streets or areas.

This application must be accompanied by two complete sets of plans showing proposed construction and two complete sets of specifications. Plans and specifications shall describe nature of the work to be performed, the material and equipment to be used and installed, as well as details of structural, mechanical, electrical, plumbing and heating installations.

The work covered by this application may not be commenced before the issuance of a Building and Zoning permit. Upon approval of this application, the Building Department will issue a Building and Zoning Permit to the applicant, with an approved duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work. **No building shall be occupied or used, in whole or in part of, for any purpose whatever until a Certificate of Occupancy shall have been granted by the Building Department.**

Costs for the work described in the Application for Building and Zoning Permit include the cost of all construction, and other work done in connection therewith, exclusive of the cost of land.

Any deviation from the approved plans must be authorized by the approval or revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged predicated on the extent of the variation from the original plans.

A PERMIT AND CERTIFICATE OF APPROVAL MUST BE OBTAINED FROM A THIRD PARTY ELECTRICAL INSPECTION COMPANY FOR ALL ELECTICAL WORK. **A permit must be obtained before starting any electrical work.**

TO WHOM IT MAY CONCERN:

Please be informed that in reviewing building plans, all information is taken from the plans. Any changes, after the plans have been accepted, must be reviewed by the Building Inspector. This Department shall expect, upon completion, to find the structure as the plans show. **Absolutely no one is to occupy this building structure without first obtaining a Certificate of Occupancy.**

Date: _____ _____ (Owner) _____ (Builder)

ALL CHANGES MUST BE APPROVED BY INSPECTOR- (In writing). OCCUPYING OR USING THIS STRUCTURE WITHOUT A C.O. IS PUNISHABLE BY FINE. ALL FOOTINGS SHALL BE FORMED, PROOF OF INSPECTIONS BY INSPECTOR IS REQUIRED. A SET OF PLANS MUST BE ON SITE AND PERMIT MUST BE POSTED.