

INSTRUCTIONS FOR THE BUILDING PERMIT APPLICANT

No Work is to Begin Before the Granting of a Building Permit.

Application must be complete. The application must be reviewed prior to any permit being granted.

∴ Permits for minor construction may be granted the same day.

∴ Permits for major construction may take ten days for review before a permit is granted.

Fill out application completely. Two copies must be filed.

Please call if you need help or have questions (589-5850)

Application must show insurance.

Include phone numbers for: Owner, Contractor, and if applicable, Architect or Engineer.

If the project is under \$10,000 this department requires a diagram (to scale preferred) of the previous structure. Also a diagram of the changes to the structure. The application must be submitted with a schedule of the windows and doors and all other items that are to be installed.

All construction costing over \$10,000 must have the seal and signature of a licensed architect or professional engineer, and a schedule of the windows and doors, and other items, that are to be installed.

THE APPLICATION MUST HAVE ALL LINES FILLED - NO BLANK SPACES.

Village of Tannersville
Building Department

VILLAGE OF TANNERSVILLE
P. O. Box 967 Tannersville, New York 12485-0967
Telephone 518/589-5850 FAX 518/589-5805

Date: _____

Permit No. _____

APPLICATION IS HEREBY MADE to the Zoning Enforcement Officer and The Building Inspector for the issuance of a Zoning and Building Permit pursuant to the NYS Uniform Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal of demolition, as herein described. The applicant or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed in this application, which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections.

INSTRUCTIONS

1. This application must be completely filled in by typewriter or in ink, and submitted to the Enforcement Officer.
2. Plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property, must be drawn on the diagram which is part of this application.
3. This application must be accompanied by two (2) complete sets of plans showing proposed construction and three (3) complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the material and equipment to be used and installed, and details of structural, mechanical, electrical and plumbing and heating installations.
4. The work covered by this application may not be commenced before the issuance of a Zoning and Building Permit.
5. Upon approval of this application, the Village of Tannersville Building Inspector will issue a Zoning and Building Permit to the applicant together with 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 work.
6. No building shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy shall have been granted.
7. Costs for the work described in the Application for Building Permit include the cost of all of the construction, and other work done in connection therewith, exclusive of the cost of the land.
8. Any deviation from the approved plans must be authorized by the approval of 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.
9. All electrical work must be performed by a Greene County licensed electrician, or by special permit issued by the Greene County Electrical Licensing Board. Prior to a Certificate of Occupancy being issued, all electrical work must be approved by the New York Board of Fire Underwriters, or other approved inspection agency.

Applicant Name _____
 Address _____

Zoning District _____
 Lot Size _____

Daytime Phone _____ Zip _____

Existing Building Size _____

Property Owners
 Name _____
 Address _____

New Building Size _____
 Estimated Cost of
 Construction _____

Zip _____

Daytime Phone _____

NOTE: Inspections by Village of Tannersville
 Inspector are required at the following schedule: (you
 must call for inspections with 48 hours prior notice).

Property Location of Proposed Construction
 Tax Map No.: Section _____ Block ____ Lot ____

Existing use of property – Check One:
 Vacant Land
 1 or 2 Family Residence
 Commercial

1. Site inspection (prior to permit being issued).
2. Footings before pouring concrete. Foundation
3. inspection before backfill. Plumbing, Heating,
4. Framing, Insulation, and

Explain proposed use:
 Residential
 Commercial
 Farm

5. Electrical Inspection before any closing in of the
 framework.
5. Final inspection when all work is completed. No
 occupancy of buildings is permitted without a
 Certificate of Occupancy.

Name of Compensation or General Liability Carrier and Policy: _____

APPLICATION (page 2)



NOTE: With the issuance of this permit, the Zoning Enforcement Office or Building Inspector, having jurisdiction" under the NYS Uniform Fire Protection and Building Code, and the NYS Energy Conservation Code, has permission of the owners and/or of the contractors, upon the showing of proper credentials and in the discharge of their duties, to enter upon any building, structure or premise covered by this permit at any reasonable hour, and no person shall thus interfere with the performance of their duties. All applicable inspections as required shall be completed according to the schedule attached at the time of the issuance of the permit

THIS BUILDING PERMIT, IF FOR RESIDENTIAL WORK, EXPIRES ONE (1) YEAR FROM DATE ISSUED:

Signature of Owner, Applicant or Agent

Print or Type Name of Signer

The application of _____, dated _____, 20____, Is hereby approved or disapproved as indicated below:

Building Inspector:
[] Approved
[] Disapproved

Reason for denial of permit _____

Fee Paid: Building Permit _____
Dated: _____

Code Enforcement Officer



Plot Diagram

Locate clearly and distinctly all buildings, whether existing or proposed, and indicate all setback dimensions from property lines. Give dimensions according to deed, and show all easements and street names, or supply an approved plot plan showing all the above requirements.

New Building(s) Setbacks:
Front Setback (from center of Road) _____
Right Setback _____
Left Setback _____
Rear Setback _____
Building Height _____ Feet _____ Stories



State of New York
County of Greene s.s.: AFFIDAVIT

I swear that, to the best of my knowledge and belief, the statements in this application, together with the plans and specifications, plot plans and site plans, are a true and complete statement of all proposed work to be done on the described premises, and that all provisions of the NYS Uniform Fire Prevention and Building Code, NYS Energy Conservation Code, and the Village Ordinance and all other laws pertaining to the proposed work, shall be complied with, whether specified or not, and that such work is authorized by the owner.

Signature _____
Owner, Owner's Agent, Architect or Contractor

Permit Number: _____ Issue Date _____

Tax Map No. _____

Location: _____

Work Description: _____

Contact Person: _____

Telephone No.: _____

Property Owner: _____



INSPECTIONS **DATE** **NOTES**

FOOTINGS

- (a) Prior to pouring concrete
With rods in place

FOUNDATIONS

- 1. Concrete
 - (a) Prior to pouring concrete
With rods, etc. in place
- 2. Block
 - (a) During laying of Dura-wall,
Etc.
- 3. Backfill
 - (a) Drain tile & waterproofing
Completed
NOTE: BEFORE BACKFILLING
- 4. Slabs
 - (a) Prior to pour with stone, Wire or
rod & vapor barrier, Etc. in place
- 5. Framing (3) Inspections
 - (a) 1st
 - (b) 2nd
 - (c) roof
- 6. Rough Plumbing & Electrical
 - (a) Prior to insulation & sheetrock
- 7. Insulation
 - (a) During or near completion
- 8.
 - (a) Final Inspection Completion
 - (b) Final Septic System Approval
 - (c) Final Electrical Approval

NOTE: Items 8a, b, & c to be submitted prior to, or on request for, Certificate of Occupancy

DESCRIPTION OF MATERIALS REMARKS:

I, the undersigned, do hereby agree to furnish, supply and install the aforementioned materials and comply with the specifications set forth in conjunction with the erection and construction of the building(s) for which plans were submitted and approved. All items to comply with the N.Y.S. Uniform Fire Prevention and Building Cod
