

Town of Smithfield

5255 Pleasant Valley Road
Peterboro, New York 13035
(315) 684-7982 Fax (315) 684-1034

Applications hereby made to the Codes Office for the issuance of a Building Permit pursuant to the N.Y.S. Fire Prevention and Building Code for the construction of buildings, additions or alterations, as per Part 1203. The applicant or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed within this application which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections.

Please read the application instructions carefully, complete all parts and include building plans and detailed plot diagram. New York State requires that plans be stamped and signed by a N.Y. Licensed Architect or P.E. if there is more than 1500 square feet of habitable space, or if the cost of the building, addition, or alteration exceeds \$20,000.00, or if the building, addition, or alteration will have an effect on either structural or public safety. The plans will also have to be certified that they conform to N.Y. State Energy Code.

All septic system work must comply with N.Y. State Health Dept. regulations. Applications that include a new septic system will have to show the new system within the plot diagram. A percolation test and septic design must accompany the application and be signed by a N.Y. Licensed Architect or P.E. I request a 72-hour notice for an inspection of a septic system prior to back filling.

INSTRUCTIONS

This application must be completely filled in by typewriter or in ink and submitted in duplicate to the Codes Enforcement Officer. Plot plan showing location of a lot and of buildings on premises, relationship to adjoining premises or public streets or areas and giving detailed description of layout of property must be drawn, which is part of this application.

This application must be accompanied by two (2) sets of plans showing proposed construction. The work covered by this application may not commence prior to the issuance of a building permit. All work shall be performed in accordance with the construction documents which were submitted with and accepted as part of the application for the Building Permit.

This Building Permit shall become invalid unless authorized work is commenced within six (6) months following date of issuance. **Building Permit is good for one (1) year.** Building permit and approved plans shall be kept on the premises, and be available for inspection throughout the progress of the work.

No Building **SHALL BE OCCUPIED OR USED** until a **CERTIFICATE OF OCCUPANCY OR COMPLETION** has been issued.

Any deviation from the approved plans must be authorized; the approval of revised plans is 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.

PERMIT NO. _____

Electrical Inspections

Electrical work must be inspected. The Contractor/Owner is responsible for the cost and filing the necessary application. You may use any N.Y.S. Licensed Electrical Inspector. No Certificate of Occupancy will be issued until electrical work has been inspected and approved.

NOTE: THIS BUILDING PERMIT EXPIRES ONE YEAR FROM DATE OF ISSUANCE.

Signature of Owner, Applicant

Printed or Typed copy of Signature

PLOT DIAGRAM

Locate clearly and distinctly all buildings, whether existing or proposed and indicate all setback dimensions from property lines. Show all street names and an arrow pointing to the north.

A large empty rectangular box with a thin black border, intended for the Plot Diagram. It occupies the lower half of the page.

TOWN OF SMITHFIELD

Permit No. _____

Date _____

Applicant's Name _____

Owner _____

Address _____

Address _____

_____ Zip _____

_____ Zip _____

Phone () _____

Phone () _____

Applicant is (check one or more) _____ owner _____ builder _____ other (specify) _____

Contractor's Name _____ Phone () _____

Address _____ Zip _____

Name of Compensation or General Liability Carrier & Policy No. _____

Project Location: City/ Town/ Village _____

Street _____ Tax Map No. _____

Nature of Work (check all that apply)

_____ deck _____ new home _____ addition _____ alteration (kitchen, bath, furnace)

_____ porch _____ demolition _____ swimming pool Cost of alteration \$ _____

_____ garage _____ mobile home _____ remodeling Cost of addition \$ _____

_____ shed _____ manuf. home _____ wood stove or fireplace only

_____ other (specify) _____

Sewage Disposal _____ new _____ existing

_____ septic _____ municipal

If applicable, attach local or County Health Dept. approval.

Water Supply _____ new well _____ existing well _____ spring _____ municipal water supply

Flood Plain site _____ is _____ is not within a flood plain.

Wetland site _____ is _____ is not in a designated wetland.

Heating System _____ electric _____ oil _____ gas _____ warm air _____ baseboard

_____ Heat pump _____ wood _____ separate air conditioning

_____ other (specify) _____

Setbacks Front _____ Right side _____ Left side _____
 Rear _____

DESCRIPTION

NOTE: INSPECTIONS ARE REQUIRED AT THE FOLLOWING SCHEDULE.

YOU MUST CALL FOR INSPECTIONS!

1. Site Inspection
2. Footer Forms (before pour)
3. Foundation wall forms (before pour)
- 4 Foundation – before back fill
5. Framing, Electrical & Plumbing
6. Insulation
7. Fireplace
8. Sheetrock (if fire rated is required)
9. Final for Certificate of Occupancy)

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 of owner, or applicant _____ Date _____

The application of _____ dated _____, 20____

is hereby approved (disapproved) and permission granted (refused) for the construction, reconstruction or alteration of a building and/or accessory structure as set forth above.

Reason for refusal of permit; _____

Dated _____, 20

Codes Enforcement Officer

Construction Details if Professional Plans & Specifications are Not Attached.

Footing:

Width_____ Thickness_____ Depth_____

Foundation wall:

Block size or thickness_____ Height_____

Cellar Depth_____

Wood Foundation:

Lumber size_____ Spacing_____

Note: Wood foundations need to be insulated and sheet rocked for Certificate of Occupancy.

Framing materials:

Floor joist: Size_____ Spacing_____ Type of material_____

Walls: Size_____ Spacing_____ Type of material_____

Roof: Pitch_____ Rafters_____ Trusses_____

Span_____ Roof sheathing material_____

Windows: Size_____ Type_____

Size_____ Type_____

Size_____ Type_____

Size_____ Type_____

Size_____ Type_____

Size_____ Type_____

Insulation: Walls_____ Ceiling_____ Floor_____

Type of heat: _____

Septic designed by: _____

Foundation design by: _____

Comments: _____
