

TOWN OF STOCKBRIDGE

Division of Code Enforcement

PO Box 114

Munnsville, NY 13409

Office Hours: Every Wednesday at the Municipal Building, Munnsville – 6-8 pm or by appt.

Alex Stepanski
Town Supervisor
Phone: 315-495-2586

David Fort
Code Enforcement Officer
Phone/Fax: 315-495-2586
315-495-5451

BUILDING PERMIT APPLICATION

Permitted items of this application, check what applies:

_____ Septic applications

_____ Decks

_____ Swimming Pools

_____ Fences

_____ Hot Tubs

_____ Garages

_____ Additions

_____ Houses

_____ Other _____

BUILDING PERMIT APPLICATION

Applications hereby made to the Code 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 alteration, as per Part 442. The applicant or owner agrees to comply with all applicable laws, ordinances, regulations, and also will allow all inspectors to enter the premises for the required inspections.

INSTRUCTIONS

This application must be completely filled out legibly and submitted to the Code Enforcement Office.

Plot plan showing location of lot and of building 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.

All septic system work must comply with N.Y. State Health Department regulations. Applications that include a new septic system will have to show the new system within the plot diagram. A perc test and a septic design must accompany the application and be signed by a N.Y. Licensed Architect or a P.E. The Architect or P.E. will be required to oversee the septic work and be required to give this office a sign off paper stating that it was installed to specs. I also request a 24 hour notice or longer for an inspection of a septic system prior to back filling.

Name: _____ Phone: _____

Address: _____

Lot Size: Front: _____ Rear _____ Side _____

Tax Map # _____ Number of Acres: _____

Estimated cost of construction: _____

Examined: _____, 20____ Approved: _____

Permit: _____ Fee paid: _____

NOTE: Inspections re required at the following schedule.

YOU MUST CALL FOR INSPECTIONS

- 1) FOOTINGS BEFORE POURING CONCRETE
- 2) FOUNDATION INSPECTION BEFORE BACKFILL.
- 3) PLUMBING, HEATING, FRAMING AND ELECTRICAL INSPECTIONS BEFORE COVERING.
- 4) INSULATION INSPECTION.
- 5) WHEN ALL WORK IS COMPLETE, FINAL INSPECTION IS REQUIRED.

NO OCCUPANCY OF BUILDING IS PERMITTED WITHOUT A CERTIFICATE OF OCCUPANCY BEING ISSUED.

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

The work covered by this application may not commence prior to the issuance of a building permit.

Building permit and approved plans shall be kept on the premises, and be available for inspection throughout the progress of work.

The Code Enforcement Office has explained to the permit holder a 24 hour notice must be given before each inspection is to be done. Also, the Code Enforcement Office has explained that the assigned construction process points must be signed before continuing on to the next step.

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

Any deviation from the approved plans must be authorized, the approval of the revised plans are subject to the same procedure established for the examination of the original plans.

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 the date of issuance.

Signature of Applicant

Printed name of Applicant

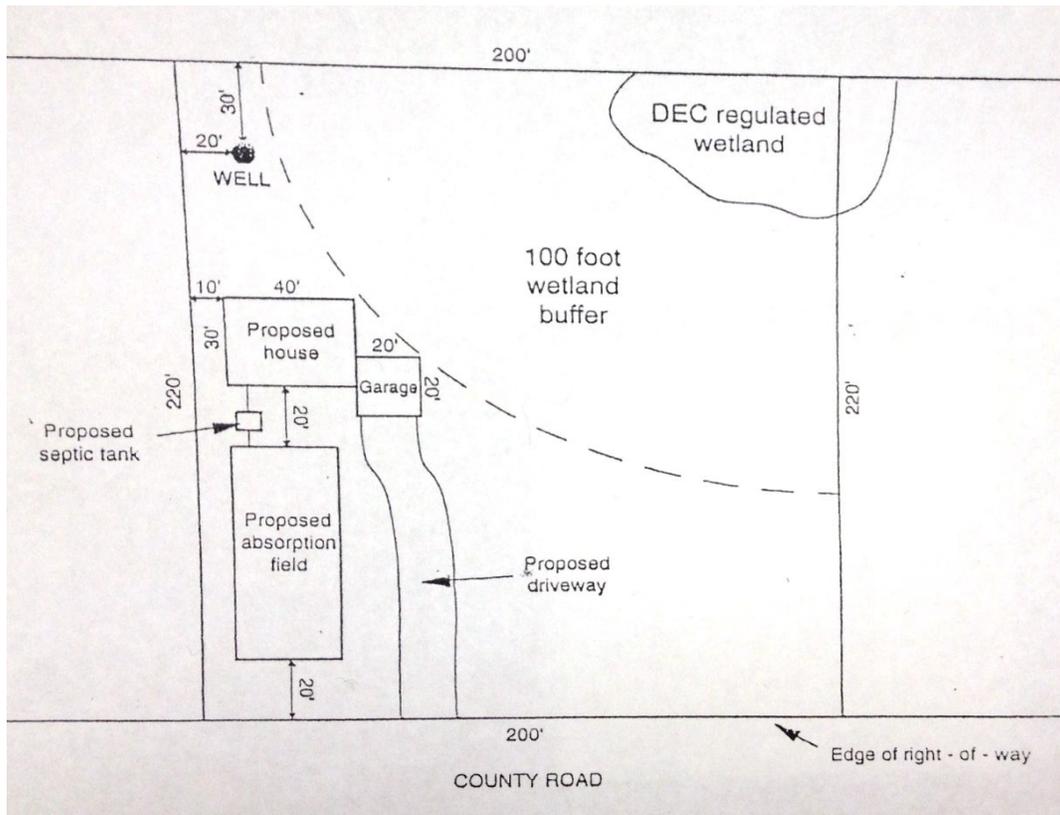
Total Fee Paid _____

Check# _____ Money Order# _____ Cash _____

Town Clerk _____ Date _____

PERMIT NO: _____

SAMPLE SITE PLAN*



* Elements that should be included on a site plan are:

- North arrow and scale
- Lot lines
- Existing and proposed buildings, dimensions, and distance from lot lines
- Existing and proposed driveways and parking areas
- Existing and proposed roads
- Wetlands and buffer area
- Streams and floodplains
- Steep (unbuildable) slopes
- Existing and proposed water supply and sewage disposal facilities
- Existing and proposed landscaping and storm water facilities (for large-scale projects only)

