

# APPLICATION FOR BUILDING PERMIT

TOWN/VILLAGE OF \_\_\_\_\_  
COUNTY OF ST. LAWRENCE & STATE OF NEW YORK

**APPLICANT'S NAME:** \_\_\_\_\_

Applicant  Owner  Contractor  Other

Mailing Address \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Home): \_\_\_\_\_ (Work) \_\_\_\_\_ (Evening): \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_ Lot Dimensions: \_\_\_\_\_

Check One:  RESIDENTIAL  COMMERCIAL

LOCATION OF PROPERTY (*name of road & exact directions for locating*):

***A Permit is requested to perform the following:***

- |                                                                                  |                                     |
|----------------------------------------------------------------------------------|-------------------------------------|
| <input type="checkbox"/> NEW CONSTRUCTION                                        | <input type="checkbox"/> ALTERATION |
| <input type="checkbox"/> REMOVAL/DEMOLITION                                      | <input type="checkbox"/> EXPANSION  |
| <input type="checkbox"/> OTHER USE OR CHANGE OF USE OF BUILDINGS AND/OR PROPERTY |                                     |

*Explanation of use:*

\_\_\_\_\_

Estimated Cost: \_\_\_\_\_ Contractor: \_\_\_\_\_

Contractors Insurance Co.: \_\_\_\_\_

Architect: \_\_\_\_\_

Name & Address of owner if different than above: \_\_\_\_\_

***Applicant must complete back of page, using additional attachments as necessary.***

**UPON ISSUANCE OF PERMIT, THE APPLICANT MUST CONTACT THE  
CODE ENFORCEMENT OFFICER UPON COMPLETION OF EACH STAGE  
OF WORK (*foundation, structure, interior, plumbing, electrical, finish work*) AND  
FOR FINAL INSPECTION.**

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE (*Office use Only*)**

GRANTED  DENIED

Appl. No \_\_\_\_\_  
Permit No \_\_\_\_\_

Comments to Applicant:

Code Enforcement Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE COMPLETE ALL QUESTIONS**

1. a) Existing use and occupancy:  
b) Intended use and occupancy:
2. Applications for Residential structures over 1500 Square foot and all Commercial projects **require** New York State Engineered drawings.  
  
Drawing provided:       Yes       No
3. If **Business, Commercial, or Mixed Occupancy**, specify nature and extent of each type of use:
5. ***Complete a PLOT DIAGRAM below. Locate clearly and distinctly all buildings, whether existing or proposed, and their position relative to access and roads. Indicate proposed changes and measurements being as accurate as possible. (Attach additional drawing if not enough room).***

Please indicate **NORTH**

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**PLEASE NOTE**

1. The Work covered by this application **may not** be commenced before the issuance of a **BUILDING PERMIT**.
2. Upon approval of this application, a building permit will be issued and the permit and any sets of plans and specifications shall be kept on the premises and be available for inspection throughout the progress of work.
3. A permit is valid for twelve (12) months. It must be renewed if the work is not completed within this time.
4. If required, a Certificate of Occupancy shall be issued before any use of the building occurs, whether in whole or part.