

VILLAGE OF NORTH HORNELL BUILDING PERMIT APPLICATION

PROJECT LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ TAX MAP # \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE #: HOME: \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ALL INFORMATION REQUIRED!\*\*\*\*\*

INSTRUCTIONS: Please completely fill in this application with a ball point pen and submit completed application and required attachments to the Village Clerk with fee. An approved Building Permit MUST BE obtained before work may be started. This application is NOT the approved Building Permit! Application is non-transferable.

1. Application for: Residential; Commercial; Industrial; Agricultural; Recreational; Site Plan Review;

Other \_\_\_\_\_

2. Permit for: New Construction, Addition, Alteration, Demolition, Modular Home, heating, SFB Device, Use Change

3. Is this parcel: A corner lot? Yes No Nearest Cross Roads \_\_\_\_\_ & \_\_\_\_\_

4. Dimensions of parcel: Frontage \_\_\_\_\_ X Depth \_\_\_\_\_ and/or (acres) \_\_\_\_\_

5. Set-back (in feet) from property lines to project: front \_\_\_\_\_ right \_\_\_\_\_ Left \_\_\_\_\_ rear \_\_\_\_\_

6. Is the property sub-divided?: Yes No. If yes, please provide documentation, and approval if required.

7. Do you give the Officer valid consent to complete any required inspections? Yes No If No, what procedures may be required for valid consent? \_\_\_\_\_

8. Name of Architect or Engineer (Required By) \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

9. Name of General Contractor (if any): \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

10. Total value of project (includes materials & labor) \$ \_\_\_\_\_ 11. # of dwelling units? \_\_\_\_\_

Table with 4 columns: PROPOSED PROJECT, HEIGHT, LENGTH, WIDTH. Rows include House, Garage, Accessory Building, Commercial, Industrial, Other. Includes a 'Total Sq. Ft.' row and a note to 'Use additional sheets for more space and supporting information (see page 2)'.

Fees Received: Land Use \_\_\_\_\_ Building \_\_\_\_\_ Cash \_\_\_\_\_ Check/Check # \_\_\_\_\_

CERTIFICATION: I hereby certify that I have read the instructions on all 5 pages and examined this application and all supporting attachments and know the same to be true and correct. All provisions of law and ordinances covering this type work or use shall be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or conceal provisions of any other state, local or federal law or ordinance regulating construction, performance of construction, or intended use of project.

X \_\_\_\_\_ X \_\_\_\_\_
Signature of Contractor & Date Signature of Owner & Date

X \_\_\_\_\_ X \_\_\_\_\_
(Please print name) (Please print name)

\*\*\*\*\*

OFFICIAL USE ONLY

ACTION TAKEN BY BUILDING OFFICIAL: APPROVED: \_\_\_\_\_ DENIED \_\_\_\_\_

Specific reason(s) for denial: \_\_\_\_\_

See Attachments or additional sheets for explanation.

Date of Action: \_\_\_\_\_ CEO Signature: \_\_\_\_\_

Sent to: Planning Board; Zoning Board of Appeals; Board of Trustee's Date: \_\_\_\_\_

Zoning: Agriculture; Residential; Business; Industrial; Land Conservation; Interchange; LDR

Is Proposed Project in: Wetlands; Flood Plain ? Circle appropriate item if answer is Yes.

APPLICATION NUMBER/PERMIT NUMBER: \_\_\_\_\_

CEO Bill Rusby 607-382-5049
Village Hall 607-324-7894

**APPLICATION FOR BUILDING PERMIT - PAGE 2**

APPLICANT: \_\_\_\_\_ PROJECT SITE : \_\_\_\_\_ DATE \_\_\_\_\_

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**YOUR PROJECT CANNOT BE STARTED UNTIL THE BUILDING OFFICIAL HAS ISSUED A PERMIT.**

The Applicant is also responsible to make all necessary calls for Inspections (**at least 48 Hours in advance**) and submit necessary fees as set forth in the appropriate Schedule of Fees. **If you have any questions, please call Building Official, William Rusby 382-5049**  
A decision on the permit application **WILL** be withheld until all required documentation is obtained for review!

**A.** Required as applies to project! Site Plan: This should consist of an accurate map (tape location, survey, etc.) showing existing and proposed structures/buildings on parcel. Show location of well, size and depth of footers, basement, etc. Show all dimensions of proposed project and dimensions to property lines and street right-of-way. Show type of construction; materials to be used-including dimensions of materials; size & locations of windows, doors, etc.; construction method; size and locations of electric, plumbing and heating items to be installed. Use as many additional sheets as needed-include copy of blue-print, if you have one. Engineer OR Architect must stamp drawings for all projects in excess of 1500 Sq. Ft. OR addition making gross Sq. Ft. in excess of 1500 & copy **MUST BE** included. Identify ALL adjoining parcels and owners. Provide elevation drawings with applicable height dimensions. Provide proof of approval of individual sewage disposal system and plans. Will need to contact Engineer for a "Perc Test" if installing a new system.  
**MANUFACTURED HOMES** - need Make, Model, Year, HUD Plate # (rear of home), dimensions, serial number from identifier tag inside of home, size and location of storage building or garage.

**B.** Required as applies to "commercial" or "industrial" applications! Submit supporting data in a written form:  
**1.** List of construction sequence. **2.** Time schedule for completion of each phase of project. **3.** Description of proposed uses; hours of operation; expected number of employee's; anticipated volume of traffic that this project will generate. Graphic material showing traffic circulation, parking spaces and pedestrian walks. Also topography and landscaping plans, open spaces and buffer zones. Preliminary engineering plans showing street improvements, storm drainage, water supply & sanitary sewer facilities, blue-prints on all construction

**C.** Required as applies to project for Sign applications! Drawing of the proposed sign, clearly showing the dimensions, characters and shape; if illuminated - show source of power and location of illumination. If sign will be visible from a State or County highway, you must send a copy of application to CEO and Clerk. (100-6 Local Law)

**D. MINING ONLY!** Describe the extent of proposed mining operation. Enclose a copy of NYS DEC permit!

**E.** Required for change of use applications! Describe the nature of existing use and nature of proposed use.

**F.** Freshwater wetlands determination/permit from the NYS Department of Environmental Conservation.  
(As required by Article 24 of the Environmental Conservation Law)

**G.** Certification indicating specific elevation in relation to Federal Flood Hazard Area. Storm Water Management Permit.

**H.** Other information as requested by: Code Officer/Board of Appeals/Village Board/Planning Board

**I.** Any other information you think might help the Building Official in making a decision regarding the approval of your application.

**BEFORE YOU DIG - CALL 811 - THREE DAYS IN ADVANCE!!**

This applies to any and **ALL** digging, even fence posts, swing sets, etc.

Penalties up to \$7500.00 if you do not call, **plus** the cost of repairing damaged underground lines!

### APPLICATION FOR BUILDING PERMIT - PAGE 3

APPLICANT/OWNER TO KEEP THIS PAGE!

#### RESIDENTIAL

ADDITIONS/RENOVATIONS/ALTERATIONS/REPAIRS/MODIFICATIONS	\$50.00 (1st \$2000 + \$2.00 each addtl. \$1000) OF TOTAL PROJECT VALUE (COST)
GARAGE ATTACHED/DETACHED NON HABITABLE	\$50.00 (1st \$2000 + \$2.00 each addtl. \$1000) OF TOTAL PROJECT VALUE (COST)
ACCESSORY BUILDINGS (SHEDS, PLAY HOUSE, SHOP, TOOL) < 144 SQ.FT.	\$0.00 NO CHARGE-REQUIRES PERMIT FOR SITE LOCATION ONLY
ACCESSORY BUILDINGS (SHEDS, PLAY HOUSE, SHOP, TOOL) > 144 SQ.FT.	\$50.00 (1st \$2000 + \$2.00 each addtl. \$1000) OF TOTAL PROJECT VALUE (COST)
FENCING, LIVING FENCING, PERMIT	\$50.00 - LOCAL LAW 46-14
FENCE, REPLACE EXISTING (SAME TYPE & SIZE)	NO FEE - NEED PERMIT
PORCH, DECK, PATIO, BREEZEWAYS, COVERING/ENCLOSING OF SAME	\$50.00 (1st \$2000 + \$2.00 each addtl. \$1000) OF TOTAL PROJECT VALUE (COST)
CARPORT, CANAPÉ,-ATTACHED/UNATTACHED	\$50.00 (1st \$2000 + \$2.00 each addtl. \$1000) OF TOTAL PROJECT VALUE (COST)
SOLID FUEL BURNING DEVICES (ALL)	\$75.00 INSPECTION IS DETAILED AND LEGALLY BINDING
POOL-ABOVE GROUND = OR > 18" DEPTH	\$50.00 (1st \$2000 + \$2.00 per addtl. \$1000) TOTAL PROJ. VALUE (COST) OWNER PAYS ELECT INSP
POOL-IN GROUND-ANY DEPTH	\$75.00 (1st \$2000 + \$2.00 per addtl. \$1000) TOTAL PROJ. VALUE (COST) OWNER PAYS ELECT INSP
POOL- STORABLE = OR > 18" DEPTH	\$50.00 (1st \$2000 + \$2.00 per addtl. \$1000) TOTAL PROJ. VALUE (COST) OWNER PAYS ELECT INSP
FLOOD ZONE INTERPRETATION, ONE SITE VISIT	\$50.00
DEMOLITION/REMOVAL/TEAR DOWN	\$50.00, LEAD CERTIFICATE, ASBESTOS CERTIFICATE AND LICENSED
ROOFING PROJECT/REPAIR/ROOF OVER/RE-ROOFING/NEW	\$50.00 (1st \$2000 + \$2.00 each addtl. \$1000) OF TOTAL PROJECT VALUE (COST)
VEHICLE PARKING/STORAGE PERMIT	\$35.00-TEMPORARY/PERMANENT-LOCAL LAW 135-4
TEMPORARY (30 DAY) CERTIFICATE OF OCCUPANCY PERMIT	\$25.00 ADDITIONAL FEE
CERTIFICATE OF COMPLIANCE WITH OUT A PERMIT (BY REQUEST)	\$35 TENANT, LENDING AGENCY, INSURANCE OR REAL ESTATE AGENT
FOUNDATION, BASEMENT, CRAWL SPACE, SLAB INSPECTION	\$50.00
DRIVEWAY TO ROAD ACCESS PERMIT	NO CHARGE-CERTIFICATE FROM DPW SUPERVISOR - ATTACHED
TANK INSTALLATION OR REMOVAL PERMIT (ABOVE GROUND)	\$50.00 SITE LOCATION APPROVAL CERTIFICATE LOCAL LAW 52-4
PERMIT RENEWAL-ONE TIME ADDITIONAL (ONE YEAR)	\$50.00
<b>CONSTRUCTION STARTED WITHOUT A PERMIT</b>	<b>\$100 FEE AND \$50 EVERY DAY AFTER + PERMIT APPLICATION FEE</b>
FUEL TANK INSTALLATION/REMOVAL	\$50.00
ELECTRIC	NO CHARGE - PERMIT REQUIRED (8-10-15)

#### COMMERCIAL

0 TO 4000 SQ. FT. FLOOR SPACE	\$.12 PER SQ. FT. \$50.00 MINIMUM
4000 SQ. FT AND OVER	\$.10 PER SQ. FT. \$100.00 MINIMUM
STORAGE BUILDINGS (UNITS)	\$.10 PER SQ. FT. \$100.00 MINIMUM
FOUNDATIONS/SLABS/CRAWL SPACE	\$.10 PER SQ. FT. \$50.00 MINIMUM
CERTIFICATES (OCCUPANCY & COMPLIANCE) WITHOUT PERMIT	\$.10 PER SQ. FT. \$50.00 MINIMUM
NEW BUSINESS STAMPED PLANS REVIEW + PERMIT COST	\$12.00 PER HOUR + PERMIT COST
ANY SOLID FUEL BURNING DEVICES	\$100.00 PER UNIT
BACKUP GENERATOR OPERATIONAL PERMIT - NYS REQUIRED	\$75.00 PLUS ELECTRICAL INSPECTION FEE AT INSTALLATION
FUEL TANK INSTALLATION/REMOVAL PERMIT	\$75.00 PER TANK LOCAL LAW 52-4

#### RESIDENTIAL/COMMERCIAL

SIGNAGE PERMIT-PERMANENT	\$25.00-12 SQ. FT- LESS THAN 12 SQ. FT.- \$10.00 LOCAL LAW 100-6 B1 a,b
SIGNAGE PERMIT TEMPORARY (30 DAY)	\$5.00 DEPOSIT- LOCAL LAWS-100-6-B1c and 52-4
CERTIFICATE (OCCUPANCY-COMPLIANCE) W/O A PERMIT (BY REQUEST)	\$35.00 RESIDENTIAL- \$.10 PER SQ. FT. COMMERCIAL EX: INSUR, BANK OR RETAIL
APARTMENT UNIT INSPECTION-CERTIFICATE OF OCCUPANCY	\$50.00 FIRST UNIT \$10.00 EACH ADDITIONAL- BY REQUEST
SALES CODES COMPLIANT INSPECTION-C OF O SINGLE FAMILY	\$50.00 - BY REQUEST
SALES CODES COMPLIANT INSPECTION-C OF O MUTI FAMILY	\$50.00 FIRST UNIT \$10.00 EACH ADDITIONAL- BY REQUEST

Updated 6-6-2016 Minutes

## APPLICATION FOR BUILDING PERMIT - PAGE 4

APPLICANT/OWNER TO KEEP THIS PAGE!

### BOARD OF TRUSTEE'S/PLANNING/ZBA/CLERK

APPLICATION FOR PERMIT-VEHICLE PARKING/STORAGE (TEMPORARY)	BOARD OF TRUSTEES DETERMINES ON INDIVIDUAL CASE
APPLICATION FOR USE VARIANCE (HOME BUSINESS)	\$35.00 PLUS PERMIT COST
APPLICATION FOR AREA VARIANCE	\$35.00 PLUS PERMIT COST
APPLICATION FOR HOME OCCUPATION	\$35.00 PLUS PERMIT COST
APPLICATION FOR AMENDMENT OF PERMIT	\$25.00
SITE PLAN REVIEW- SINGLE RESIDENTIAL	\$50.00
SITE PLAN REVIEW-BUILDING CODE REVIEW COMMERCIAL	\$100.00 PLUS COST OF ENGINEERING CONSULTANT IF REQUIRED
SWPPP'S, SEQR REVIEW & INSPECTION FEES	COST OF ALL ENGINEERING FEES INCURRED BY THE VILLAGE
SPECIAL USE PERMIT	\$50.00 PER PERMIT, (PER ACRE IF ACREAGE) LOCAL LAW 140-49A
SOLID FUEL BURNING DEVICE - (COMMERCIAL/BUSINESS)	\$50.00 PER UNIT -CONTAINED COMBUSTION - ADOPTED BY TOWN/VILLAGE FOLLOW
APPLICATION MAJOR PARCELING/SUBDIVIDING OF PROPERTY ( SALE PURPOSES)	\$100.00 1ST LOT - PLUS \$25/LOT IN SUBD- LOCAL LAW 116-6A2
APPLICATION MINOR PARCELING/SUBDIVIDING OF PROPERTY ( SALE PURPOSES)	\$20.00 1ST LOT-PLUS \$10/LOT IN SUBD - LOCAL LAW 116-5A2
ZONING PERMIT APPLICATION - VARIANCE (USE OR AREA)	\$35.00 LOCAL LAW 140-54C
APPLICATION FOR PARCELING/SUBDIVIDING PROPERTY FOR DEVELOPMENT	\$35.00 SURVEY REQUIRED
ZONING SITE COMPLIANCE CERTIFICATE	\$20.00 PER SITE LOCAL LAW 140-54C
OPERATIONAL PERMIT (EX:BACK-UP GENERATOR/LOWE'S OR FIREWORKS)	\$25.00 EACH PERMIT
HAWKING/PEDDLING PERMIT	\$250.00/ YR., \$25.00/DAY LOCAL LAW 80-9
VILLAGE MANDATORY CONTRACTORS LICENSE APPLICATION	\$10.00/YR. WITH INSURANCE AND/OR COMP PROOF FORM

### FIRE CODES

ANNUAL FIRE CODE INSPECTION AREA'S OF PUBLIC ASSEMBLY	\$20.00 ANNUALLY NYS MANDATORY (OVER 2 APTS)
FIRE CODES INSPECTION BUSINESS/COMMERCIAL	\$20.00 PER UNIT- EACH 2 YEARS NYS MANDATORY
YEARLY OPERATIONAL USE PERMITS(EX: BACKUP GENERATOR/LOWE'S	\$25.00 EACH UNIT (YEARLY FEE AFTER ORIGINAL PERMIT SECURED)
TEMPORARY CONSTRUCTION PERMIT	\$35.00 EACH OCCURRENCE
FIRE SERVICE REVIEW CERTIFICATE EX: BANKS,INSURANCE,REALTORS	TO BE DETERMINED BY FIRE CHIEF ( IF REQUESTED)

### NOTES

ALL PERMITS EXPIRE IN 12 MONTHS FROM DATE OF ISSUANCE. WITH ONE RENEWAL FOR ONE MORE YEAR ONLY  
ALL PERMIT APPLICATIONS EXCEEDING 1500 SQ. FT. REQUIRE A LICENSED P.E. STAMPED SET OF PRINTS IN FULL  
**ALL CONTRACTORS THAT WORK IN NORTH HORNELL MUST BE LICENSED ANNUALLY. STARTING WORK WITHOUT A LICENSE IS AN ADDITIONAL \$50 FEE. 8-14-2017**  
WORK STARTED WITHOUT A BUILDING PERMIT IS \$100.00 PLUS THE APPLICATION FEE. SEE RESIDENTIAL.  
ALL FEES ARE NON-REFUNDABLE UNLESS OTHERWISE SPECIFIED BY THE BOARD OF TRUSTEES ONLY  
ANY PROJECT INVOLVING PAINT, LEAD USE, ASBESTOS, CONTAMINANTS OF ANY TYPE REQUIRE THE PROPER LICENSING, TRAINING AND AUTHORITY PROCESS  
PROJECT VALUE DETERMINATION FACTOR; UNFINISHED STRUCTURE - \$20.00 PER SQ. FT., FINISHED STRUCTURE- \$80.00 PER SQ.FT., VALUE STATEMENT CERTIFICATE.

These fees are exclusive of any other fees or charges incurred in construction projects as may be otherwise mandated by State or Fed Law, Rule or Regulation. Fees include all required inspections performed by the Code Enforcement Officer. Some projects may require inspections by others, those fees are not included in the above listed fees. **Any additional fees incurred by the Village, will be paid by the applicant.**

**Use of the building is NOT permitted, either in whole or in part, until the Code Enforcement Officer has granted a Certificate of Occupancy, indicating compliance with the NYS Uniform Fire Prevention & Building Code.**

The **OWNER** shall be required to sign, and have Notarized, an Affidavit of Final Cost and **MUST BE** filed before a Certificate of Occupancy can be issued.

A permit expires **one year** from date of issue, however is void if work is not begun within 90 days. Applications for extension of this expiration date **may** be obtained from the Code Enforcement Officer. **ANY CHANGES** to the plans or specifications filed with the permit application **MUST BE Approved** by the Code Enforcement Officer before changes may be made.

You must provide evidence of the Contractor having Liability Insurance and if, 1 or more employee's there is Workers Compensation in effect. If you, as owner, will be doing **ALL** the work yourself, you must sign a Waiver of Workers Compensation Insurance.

APPLICANT/OWNER TO KEEP THIS PAGE!

APPLICANT: \_\_\_\_\_ LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

### REQUIRED INSPECTIONS

If your project has any of the following elements, you **MUST** notify the Officer at least 48 hours in advance of any inspection:

1. Footers 2. Foundation 3. Structural Elements 4. Insulation 5. Electrical(will also need Board of Underwriter's Inspection) 6. Plumbing 7. Heating System 8. Ventilation System 9. Air Conditioning System 10. You will need to complete, sign and have Notarized; an Affidavit of Final Cost of Construction **BEFORE** scheduling the **FINAL INSPECTION**. We will need a copy of electrical inspection & water lab report as required.

If you have any questions before OR during your project - **Please contact the Code Enforcement Officer listed below.** Thank You.

**Any work concealed or enclosed without being inspected by Code Enforcement Officer MUST BE opened for inspection. ONLY after approval is given may any work be concealed or enclosed!**

These instructions are provided as a guide only; additional requirements may be imposed by Code Enforcement Officer as they or the Law may warrant. The building permit must be displayed on the construction site and be visible from the roadway.

**Code Enforcement Officer: William Rusby 607-382-5049**