



**TOWN OF CLARKSON - BUILDING DEPARTMENT**  
 Permits / Inspections / Code Enforcement  
 Planning Board / Zoning Board of Appeals / Conservation Board

3710 Lake Road, P.O. Box 858  
 Clarkson, New York 14430

Tel. 585-637-1145  
 Fax 585-637-1147

[www.clarksonny.org](http://www.clarksonny.org)

**BUILDING PERMIT APPLICATION**

*(generic form to be used for all permits)*

1. Applicant's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Phone Number(s): \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Applicant is (check one or more):  Owner  Agent  Engineer/Architect  Contractor  
 Other (specify): \_\_\_\_\_

2. Owner's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Phone Number(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

3. Nature of work – check all that apply:  New Structure (includes standby generator or any other accessory structure)  
 Addition  Alteration  Change of Use  
 Describe the work to be permitted: \_\_\_\_\_  
 Cost estimate of proposed work: \_\_\_\_\_

4. Name of Contractor/Installer/Company Representative: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Phone Number(s): \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Will wages be paid for performance of work?  Yes  No  
*If YES, proof of insurance is required. (Workers' Compensation & Disability form C-105-2 and General Liability; owner & property address need to be added as additional named insured.)*  
*If NO, the homeowner needs to complete the Affidavit of Exemption attached to this application; signature needs to be notarized.*  
**NOTE: A permit will not be issued without the required proof of insurance.**

5. Project Location/Street Address: \_\_\_\_\_  
 Tax Map #: \_\_\_\_\_ Located in Historical Overlay District?  Yes  No

6. Water Supply:  Monroe County Water  New Well  Existing Well  
 Wastewater:  Monroe County Sewer  Private Septic System

7. Flood Plain: Site  is  is not within a flood plain/zone.  
 Wetland: Site  is  is not in a designated wetland.

\_\_\_\_\_  
 Date Applicant Signature Date Building Department Signature



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## **BUILDING PERMIT CRITERIA**

*~ Applicant To Keep This Page ~*

**CONSTRUCTION INFORMATION:** The following information must be submitted with this application:

- Two (2) sets of plans. (**For new residential/commercial builds, both sets must be stamped & signed.**)
- A cross-section diagram/specification sheet showing all components of the project (i.e. insulation, roof pitch, footings, joists).
- Floor plan showing dimensions of the structure, window locations and sizes, doorways and openings, and any other details that might be included.
- Exterior elevations.

Note: *In many cases, NYS law requires stamped architectural drawings.*

**PLOT PLAN:** An instrument survey or tape location map must accompany the application, showing as follows:

- Outline of the property.
- Location of all buildings or structures.
- Where the proposed structure will be constructed.
- Distances from the building to the front, rear, and side lot lines.

**INSPECTIONS:** Inspections are required during the building process; at least **24 HOURS NOTICE** is necessary to schedule the required inspection. Items not previously inspected shall be uncovered or exposed for the Inspector, so be sure to schedule all pertinent inspections. It is **your** responsibility.

- Footings – Before concrete. Call with a pour time.
- Wall – After waterproofing, prior to backfill.
- Rough Plumbing – Underground prior to backfill. System to be filled.
- Rough Framing – After mechanicals and prior to insulation.
- Insulation – Before interior wall surfaces.
- Fireplace – Masonry before first flue tile/insert and before clearances are blocked.
- Final Electric – By agency (*see below*).
- Final – When all work is complete and structure is ready to be used.
- Certificate of Occupancy or Certificate of Completion will be issued.

**ELECTRICAL INSPECTIONS:** Final electrical inspection certificates are required by the Building Department before a Certificate of Occupancy/Compliance will be issued. The Town of Clarkson recognizes three agencies for final electrical inspections. It is the property owner's responsibility to contact one of the agencies listed to schedule a final inspection:

**Middle Department Inspection Agency - (585) 454-5191**  
**Commonwealth Electrical Inspection Services - (585) 624-2380**  
**New York Electrical Inspection Agency - (585) 436-4460**

**ADDITIONAL INFORMATION:** The Building Permit Notice must be posted in a conspicuous place at the construction site so that it is visible from the road.

**PLEASE NOTE:** All of the above information is required prior to a permit being issued. Payment is due at that time to the "Town of Clarkson" by cash, check or charge.