



TOWN OF CLARKSON BUILDING DEPARTMENT

3710 Lake Road, PO Box 858
Clarkson, New York 14430

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

building@clarksonny.org or buildingcoordinator@clarksonny.org

BUILDING PERMIT APPLICATION

1. PROPERTY OWNER(S) NAME: _____

MAILING ADDRESS: _____

CONTACT NUMBERS: _____

2. ADDRESS OF PROPOSED WORK: _____

TAX ACCOUNT # _____

DESCRIPTION OF WORK: _____

ESTIMATED COST OF CONSTRUCTION: \$ _____

IS THE PROPERTY LOCATED IN THE HISTORICAL OVERLAY DISTRICT? Y___ N___

3. NAME OF CONTRACTOR / INSTALLER / COMPANY REP: _____

COMPANY NAME: _____

ADDRESS: _____

CONTACT NUMBERS: _____

NOTE: Proof of insurance from the contractor (Work Comp & Liability) is required by this office before a permit may be issued.

Owner/Applicant/Agent:

Date: _____

Signature: _____

Print Name: _____

Building Inspector:

Insurance Cert. Recd.? Liability___ Work Comp. ___ Work Comp. Exclusion Affidavit ___

Date: _____

Signature: _____

APPROVED ___ DENIED ___

REASON: _____

TOWN OF CLARKSON – BUILDING PERMIT CRITERIA
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Building Department hours: Mon, Wed, Thurs, Fri 8:00 am - 4:00 pm / Tues 1:00 - 6:30 pm

Building Inspector's hours: Tues 4:00-6:30 pm; Wed-Fri 8:00 am -1:00 pm

Office: (585) 637-1145; Fax: (585) 637-1147

CONSTRUCTION INFORMATION:

The following information must be submitted to with this application:

- Two (2) sets of plans.
- 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; 24 HOURS NOTICE is necessary to schedule the required inspection. Failure to schedule inspections will result in a \$30.00 fine for each violation or re-inspection required. Items not previously inspected shall be uncovered or exposed for the inspector.

- Footing - before concrete. Call with a pour time.
- Wall - after water proofing, 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 Compliance 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 two 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 Agency: 454-5191 -or - Common Wealth Electrical: 624-2380**

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.

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