

## **Building Permit Information**

Please contact the office if you are unsure if you need a building permit.

### **Building Permit Application Information:**

Once you have filled out the building permit application, please make sure you have all necessary documents included with the building permit. Please see below:

- Instrument survey map or tape location map which includes the area of the proposed work to be done along with the measurements.
- Two sets of building plans - an original, stamped and signed set and one copy. No reverse plans will be accepted.
- For new construction, energy calculations must be approved with plans.
- For smaller, less complex building (additions, small barns, etc.) a completed cross section sheet must be filled out and returned with your application.
- Workers Compensation and Liability Insurance are needed from the company that will be doing the work. If the work is being done on your own, a CE-200 Form must be filled out, this is a requirement by New York State. The instructions to fill out the CE-200 Form can be found on Page 3 of the Building Permit Application.

### **Submitting Building Permit:**

- Building permit application and documents can be submitted to us via email, fax, or may be dropped off at the Building Department during business hours.
- Building permits can take up to 2 days to be issued for review of town code requirements and to ensure all necessary documentation has been provided. (If you need a building permit quickly, please contact the office).
- The clerk will call to let you know when the permit is ready for pick up.
- Please see the Town Clerk to pick up the Building Permit, and that is when you will make the payment. (**Payment cannot be made before the Building Permit is issued**).

### **After the Building Permit is Issued:**

- After the Building Permit is issued, and permitted work begins, inspections may need to be done during, depending on the type of work. Please check with the Building Inspector on when inspections will need to be done to maintain compliance.
- When work has been completed a final inspection **MUST** be done. (Please note, any work that involves electric will need an inspection by a certified electrician and we will need a copy of the electrical inspection in order to do the final inspection.)
- After a final Inspection a Certificate of Compliance will be issued to the Homeowner to keep.
- Please keep in mind, Building Permits do have expiration dates on them. If work ends up taking longer to complete than the expiration date, please contact the Building Department.