

**APPLICATION FOR A BUILDING PERMIT**

*Instructions: Complete both pages in ink and sign on the back. If unknown, information is available from Building Dept. Provide site and structural drawings for your project.*

**I. IDENTIFICATION**

**TAX Map ID#** \_\_\_\_\_

Project Address: \_\_\_\_\_ 14814 14830 14845 14871 14903 14905

Property Owner: \_\_\_\_\_ Phone# \_\_\_\_\_ Cell# \_\_\_\_\_  
 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Applicant (if different): \_\_\_\_\_ Phone# \_\_\_\_\_ Cell# \_\_\_\_\_  
 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Contractor \_\_\_\_\_ Phone# \_\_\_\_\_ Email \_\_\_\_\_

Worker's Compensation Insurance certificate on file Yes / No (required prior to issuance of permits)

**II. PROJECT DESCRIPTION** (Submit site plan w/dimensions on separate sheet)

Briefly describe project \_\_\_\_\_

Proposed use of project (i.e. bedroom, storage, office) \_\_\_\_\_

Will this project involve the installation or modification of the  
 Electric System? Yes\* No  
 Plumbing System? Yes No  
 HVAC System? Yes No

*\* If Electric System is modified, an Electrical Inspection by a Third-Party Agency is required.  
 There will be a separate inspection fee for this service.*

Review this section with the building department staff:

➤ ZONING DISTRICT	RU	R1	R2	TC	BN	BN2	BR	BNR	ABD	CL	C	I	PMRD
➤ CONSTRUCTION TYPE	n/a	New			Addition		Repair		Alteration				
➤ FLOOR LEVEL (of work)	n/a	Basement			1 <sup>st</sup>		2 <sup>nd</sup>		Accessory Structure				
➤ FOUNDATION	n/a	Crawl			Basement		Slab		Pier/Post				
➤ FLOOD PLAIN AREA		Yes	No										

**II. CONSTRUCTION COSTS**

Construction Costs for the work described in this application include the cost of all of the construction and other work done in connection therewith, exclusive of cost of the land. Estimate of costs may be determined by using the *Building Valuation Data* chart on file in the office.

**CONSTRUCTION COSTS** Based on Contracted Labor and Material \$ \_\_\_\_\_

**CONTINUED ON BACK**

**RESIDENTIAL PROPERTY DATA** (answer all that is applicable)

**Building Style** \_\_\_\_\_

**Square footage** Existing\_\_\_\_\_ New\_\_\_\_\_

**#Bedrooms** Existing\_\_\_\_\_ Proposed\_\_\_\_\_

**#Baths** Existing\_\_\_\_\_ Proposed\_\_\_\_\_

**Garage** None\_\_\_\_ Attached\_\_\_\_ Detached\_\_\_\_

**Porch/Deck** Existing\_\_\_\_\_ Proposed\_\_\_\_\_

**Heating type** Existing\_\_\_\_\_ Proposed\_\_\_\_\_

**Roof** Existing Layers\_\_\_\_\_ Rows of ice & water to be used\_\_\_\_\_

**Fireplace** N/A\_\_\_\_\_ Gas\_\_\_\_\_ Solid Fuel (wood, coal, etc.)\_\_\_\_\_

**III. CERTIFICATION**

- **I HEREBY CERTIFY that I am the; OWNER\_\_\_\_\_ BUILDER\_\_\_\_\_ AGENT OF OWNER\_\_\_\_\_ and am authorized to make this application. I assert that the information provided is accurate to the best of my knowledge, and the project will be completed as specified.**
- **I authorize the Code Enforcement Official, or his designee, to enter upon the property to make inspections as prescribed in applicable local and state laws.**
- **Furthermore, I understand that progress inspections shall be made as required by law, and NO BUILDING OR PROJECT SHALL BE OCCUPIED OR USED IN WHOLE OR IN PART UNTIL A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED.**

**Signed**\_\_\_\_\_

**Date**\_\_\_\_\_

**FOR OFFICIAL USE ONLY**

**Date Received**\_\_\_\_\_ **Approved**\_\_\_\_ **Denied**\_\_\_\_ **If denied, state reason**\_\_\_\_\_

**Signature of Code Officer**\_\_\_\_\_

- **Base Fee** \$\_\_\_\_\_ (\$25 residential (\$30 roof); \$50 commercial (\$50 roof)
- **Per Thousand** \$\_\_\_\_\_ (\$1 per K residential; \$2 per K commercial)
- **Sq. Foot Fee (new)** \$\_\_\_\_\_ (\$.10 per residential; \$.10 multi-residential; \$.10 commercial)
- **Sq. Foot Fee (remodel)**\$\_\_\_\_\_ (\$.02 commercial)
- **Sign Fee** \$\_\_\_\_\_ (\$25 base fee plus \$.25 per square foot) (Add \$50. for freestanding sign)
- **Additional** \$\_\_\_\_\_

• **TOTAL DUE** \$\_\_\_\_\_ **Cash**\_\_\_\_\_ **Check#**\_\_\_\_\_   
 (Payable to "Town of Big Flats")

**NOTES** - \_\_\_\_\_