

Village of Port Byron

Howard Tanner
Code Enforcement Officer
315-730-7439

Application No. _____

Date: _____

APPLICATION FOR BUILDING / ZONING PERMIT

****NOT A PERMIT****

IMPORTANT INSTRUCTIONS - PLEASE READ CAREFULLY

- Application must be complete. Please type or clearly print in ink, all necessary information.
- Completed application must be submitted to the *village office* before review process can begin.
- Application must be supported with the following documents:

MINOR PROJECT:

- A. Plot Plan (see sample at the end of this document)
- B. Sketch of project and/ or specifications / materials list

MAJOR PROJECT:

- A. Three (3) copies of plot plan signed.
- B. Three (3) copies of design drawings signed and sealed.
- C. One (1) copy of letter or approval from developer if in planned development district.

PLEASE COMPLETE:

Location of Property: _____
(Street or nearest Road)

Name of Property Owner: _____

Property Owner Address: _____

Telephone - Home: _____ Cell: _____

A. PROJECT CONTACTS:

Builder (if self, so indicate): _____

Address: _____

Telephone – Business: _____

Cell: _____

B. NATURE OF WORK (check appropriate categories below)

EXISTING

- Repair (structural)
- Addition
- Alteration
- Removal
- Demolition
- Other (*specify*) _____

NEW STRUCTURE(S)

- Single Family
- Accessory Building
 - Garage – attached
 - Garage – detached
- Shed
- Fence
- Two Family
- Deck
 - Covered
 - Open
- Swimming Pool
 - Above Ground
 - Below Ground
- Other (*specify*) _____

C. PRINCIPAL CONSTRUCTION MATERIAL TO BE USED

- Wood
- Brick
- Block
- Other (*specify*) _____

D. TYPE OF FOUNDATION

- Cellar
- Basement
- Slab
- Crawlspace

E. WILL THE PROJECT INVOLVE THE FOLLOWING

Plumbing

- Yes
- No

$$\frac{\text{length}}{\text{width}} \times \text{width} = \text{total square feet}$$

M. PROPERTY LINE SETBACKS OF PROPOSED PROJECT (if applicable)

Front lot line setback _____ feet Side lot setback _____ feet

Rear lot line setback _____ feet Side lot setback _____ feet

N. ENCLOSED LIVING AREA (if applicable) _____
Total square feet

I certify that the answers to the questions set forth in this **APPLICATION** are true, correct and complete. Additionally, I agree that, in the event the **PERMIT** is approved, to comply with the provisions of all State of New York and Federal Government laws, as they pertain to this **APPLICATION**.

Signature: _____
(Owner or Authorized Agent)

Date: _____

Signature: _____
(Zoning Officer)

Date: _____

Signature: _____
(Codes Officer)

Date: _____

No person shall make any changes to the plans herewith submitted or to the specifications herein contained in the structural part of the project without the written consent of the Code Enforcement Officer.

GENERAL INFORMATION PERTAINING TO THIS APPLICATION

The Code Enforcement Officer will review this application. If approved, a **BUILDING PERMIT** will be issued to the applicant. If disapproved, a letter of denial explaining the reasons for denial will be issued to the applicant.

Work covered by this **APPLICATION** shall not commence prior to the issuance of a **PERMIT**. The **PERMIT** shall be valid for a period of one (1) year from date of issuance. Construction under the **PERMIT** must be substantially complete within one (1) year or an extension must be obtained from the Code Enforcement Officer. A **NOTICE OF PERMIT** must be kept on the premises, publically visible, throughout the progress of work.

The Code Enforcement Officer, upon the display of proper credentials and in the discharge of duties, shall be permitted to enter upon the premises covered by this application without interference, for purposes of inspecting during normal working hours.

This project may involve work requiring approval of various outside agencies prior to the issuance of a **PERMIT**. Examples of other agencies involved, but not limited to, are the following:

Project Involvement

Agency

Land division, SEQR, etc
NYS Roads
Floodplains, Wetlands
Streams, Creeks, etc.

NYS Department of Transportation
NYS Department of Environmental Conservation
US Army Corps. Of Engineers

Application for a **CERTIFICATE OF OCCUPANCY OR COMPLIANCE** is made concurrently with this filing. It is the responsibility of the owner or authorized agent to notify the Code Enforcement Officer when the project is completed in order to obtain the certificate. Final approval of all agencies involved must be submitted to the Code Enforcement Officer prior to the issuance of the certificate.