

TOWN OF OPPENHEIM

CODE ENFORCEMENT OFFICE

110 STATE HIGHWAY 331
ST. JOHNSVILLE, NY 13452
(315) 360-5597

APPLICATION FOR BUILDING PERMIT

APPLICATION is hereby made to the Code Enforcement Officer for a Building Permit pursuant to the New York State Uniform Fire Prevention and Building Code for construction of buildings, additions, alterations, removal or demolition as herein described. The applicant agrees to comply with all applicable laws, ordinances, and regulations, etc. as follows:

A. The applicant shall notify the Code Enforcement Office of any changes in the information contained within the application during the period for which the permit is in effect. **A permit will be issued only when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the Uniform Code, as well as any applicable local laws.** The authority conferred by such a permit may be limited by the conditions.

B. A building permit may be suspended or revoked if it is determined that the work for which it pertains is not proceeding in conformance with the Uniform Code, or any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for such permit.

C. A building permit shall expire **one (1) year from the date of issuance** or upon the issuance of a Certificate of Occupancy/Compliance (other than a temporary certificate of Occupancy/Compliance), whichever comes first. The permit may, upon written request, be renewed for successive one-year periods provided that: (1.) the permit has not been revoked or suspended at the time the application for renewal has been made; (2.) the relevant information in the application is up to date; and (3.) the renewal fee is paid.

CERTIFICATION:

I hereby certify that I have read the instructions and examined this application and known the same to be true and correct. All provisions of Laws and Ordinances covering this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or Local Law regulating construction or the performance of construction.

OWNER/ AUTHORIZED AGENT: _____ Date: _____

GENERAL INFORMATION: (For Office Use Only)			
Permit No:	Tax Map No:	Issued:	Updated:
PROPERTY OWNER:			
First Name:	MI:	Last Name:	Suffix:
Position:			
Organization:			
Company:			
Address:			
City:	State:		
Zip:	Telephone:	Ext:	
PROPOSED CONSTRUCTION LOCATION:			
Street Number:	Street Name:		
Apartment:	Zoning District:		

CONTRACTOR INFORMATION:

Self- Contractor-See Next Section

Business Name:

Business Owner:

Address:

Telephone:

City:

State:

Zip:

****Workers Compensation/General Liability Insurance Information must be provided for all contractors****

SELF-CONTRACTOR:

Are wages being paid? Yes No Hrs. per week _____

Owner-Occupied Residence

New Home

Homeowners Policy In Effect

Carrier:

Policy Number:

SUBCONTRACTORS, ELECTRICIANS, PLUMBERS, HVAC, ETC.

Please list the names and phone numbers of any additional contractors involved with project

PROJECT INFORMATION:

*Please provide estimated cost of project: \$ _____

Floor Area: _____ Sq/Ft # of Floors: _____

Foundation Material: _____ Slab Crawlspace Full Foundation Existing: Y N

TYPE OF PERMIT: Residential Commercial

New Home

Garage

Septic System

Solar/Wind Energy

Manufactured Home-New

Swimming Pool

Storage-Other

Fence

Manufactured Home-Repl

Deck/Porch

Addition

Other

Renovation

Roof Replacement

Shed (under 144sqft)

WORK TO BE PERFORMED:

OFFICE USE ONLY:

Actions Taken:

Permit: Issued Disapproved Variance Required

FEE: \$ _____ Received Cash Check# _____ Date: _____

Reason for Variance: _____ Presented to Board Date: _____

Variance: Granted Rejected

NOTES: _____

IMPORTANT NOTICES- PLEASE READ BEFORE SIGNING:

1. Plans shall be submitted with all permit applications. A plot plan as well as design drawings for the work to be done must be complete and in compliance with all applicable codes prior to a permit being issued. The Code Enforcement Office may require any time necessary to review such plans and specifications prior to issuance of a permit. Additional permits from other agencies as required, as well as any applicable tests or inspections by other agencies must also be submitted prior to issuance of a permit.
2. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Office and must conform to the New York State Uniform Fire Prevention and Building Code, the Code of Ordinances of the Town of Oppenheim and all other applicable codes, rules and regulations.
3. It shall be the owner's responsibility to contact the Code Enforcement Office at least 48 hours prior to the time they wish to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will eventually be covered from visual inspection wall coverings (i.e. electrical work or plumbing). **DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED AND APPROVED.** Otherwise, coverings may need to be removed at the owner's or contractor's expense in order to conduct the required inspection. Close coordination with the Code Enforcement Office will greatly reduce this possibility.
4. **THE PROPERTY OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCMENT OFFICE TO INSPECT THE COMPLIANCE OF THE WORK BEING PERFORMED PERSUANT TO THIS PERMIT, PROVIDED HOWEVER, THAT SUCH INSPECTION(S) ARE LIMITED TO THE WORK BEING CONDUCTED PERSUANT TO THIS PERMIT AND ANY OTHER NON-WORK RELATED VIOLATIONS WHICH ARE READILY DISCERNABLE FROM SUCH INSPECTION(S).**
5. New York State law requires contractors to maintain Worker's Compensation and Disability Insurance, as well as general liability. No permit shall be issued unless a currently valid Worker's Compensation and Disability Insurance certificate is provided with this application, or is on file with the Code Enforcement Office. If the contractor believes he/she is exempt from the requirements to provide Worker's Compensation and/or Disability benefits, the contractor must complete and submit form CE-200.
6. If a certificate of Occupancy is required, the structure **shall not be occupied** until said certificate has been issued.
7. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to the removal of asbestos.
8. This permit does not include any privilege of encroachment in, over, under, or upon any street, road, highway, or right-of-way.
9. The building permit card must be displayed so as to be visible from the street nearest to the site of the work being performed.
10. All properties must have a valid street address issued prior to the start of any work or project and such address must be displayed on the property prior to any work being performed. A certificate of occupancy or compliance will not be issued to any property that does not have a compliant address marker.