Instructions for Building Permit application

1) 1 thru 5 – Please include address of project and address of applicant, with contact number, should there be any questions.
2) 6) Please include tax map number, required for permit application.
3) 7) Please include current and proposed use of property and buildings
4) 8) Check nature of work.
5) 9) Estimated Costs of project
6) 10) Number of dwellings and or cars.
7) 11) Nature of use.
8) 12) Dimensions of project
9) 13) Size of lot, necessary to meet Town Set Backs (15 feet from property lines and 50 feet from edge of Roadway
10) 14) call if any questions
11) 15) insurance information needed if work to be conducted by contractor (please include copy of contractor’s comprehensive insurance policy)
12) 17) If electrical work is completed separate electrical inspections may be required.
13) 18 and 19) required for new or replacement septic systems.
14) 20) site plan of project, estimate for boundaries and gives Code Enforcement overall view with current buildings/decks.
15) Notary signature not required for in state projects.
APPLICATION FOR
BUILDING/USE PERMIT

Part 1

1) Town of Lisbon, St. Lawrence County, New York

APPLICATION IS HEREBY MADE for the issuance of a Building Permit pursuant to the New York State Uniform Fire Prevention and Building Code for the construction of buildings, additions or alterations, or for removal of demolition as herein described, located at_____________________________________________________________________________________

The applicant agrees to comply with all application laws, ordinances and regulations.

3) ____________________________________________________________ (Name of Applicant) (Name of Owner)

4) ____________________________________________________________ (Address of Applicant) (Address of Owner)

5) ____________________________________________________________ (Phone Number of Applicant) (Phone Number of Owner)

State whether applicant is owner, lessee, agent, architect, engineer or builder:__________________________________________

If owner or applicant is a corporation, give names and titles of two officers and signature of duly authorized officer:

6) Tax Parcel I.D. # ___________________________ ____________________________________________________________ (Name and Title of Corporation Officer)

7) State existing use and occupancy of premises and intended use and/or occupancy of proposed construction:

a) Existing use and occupancy ____________________________________________________________

b) Intended use and occupancy: ____________________________________________________________

8) Nature of work (check one or more): New Building _____ Addition _____ Alteration _____ Repair _____ Removal _____ Demolition _____ Sign _____ Other ____________________________________________________________________

9) Estimate Cost * _________________________  _______ Fee _____________________________________________________

10) If dwelling, number of dwelling units _____ Number of dwelling units on each floor _____ If garage, number of cards _____

11) If business, commercial or mixed occupancy, specify nature and extent of each type of use ____________________________________________________________

12) Dimensions of entire new construction: Front _____ Rear _____ Depth _____ Height _____ Number of Stories _____

13) Size of lot: Front _____ Rear _____ Depth _____

14) Does proposed construction violate any zoning law, ordinance or regulations? ____________________________________________________________

15) Name of Compensation Insurance Carrier ______________________________________________________________________

Number of Policy __________________________________ Date of Expiration ___________________________

16) Name of Architect ___________________________ Address __________________________ Phone No. __________________________

17) Will electrical work be inspected by, and a Certificate of Approval obtain from the New York Board of Fire Underwriters or other agency or organization? If so, specify:

________________________________________________________

*Cost for the work described in the Application for Building Permit include the cost of all of the construction and other work done in connection therewith, exclusive of the cost of the land. If final cost shall exceed estimated cost, an additional fee may be required before issuance of Certificate of Occupancy.
APPLICATION FOR BUILDING PERMIT

Part 1 Continued

18) PERK Test Required _______________________
   Additional Comments:

19) Amount of Leach Field required _______________________
   Additional Comments:

20) Plot Plan & Description of Project – Locate clearly and distinctly all buildings, whether existing or proposed, and indicate all setbacks dimensions from property lines. Give lot and block numbers or description according to deed, and show street names and indicate whether interior or corner lot.

   Provide a description of the project construction to include and not limited to: nature of the work to be performed, materials and equipment to be used, and details of structural mechanical, electrical and plumbing installations.

   More complicated projects will require three complete sets of plans and specifications certified by a New York State Licensed Architect or Professional Engineer.

STATE OF NEW YORK,
COUNTY OF ST. LAWRENCE ……………………..

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