

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

Application No. _____

Date Received _____

Date Approved _____
Disapproved _____

Part 1

For Official use Only

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

2) 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 cars _____

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.

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

ss.:

..... Being duly sworn deposes and says that he is the applicant above
(Name of individual signing application)

named. He is the
Contractor, Agent, Corporate Officer, etc.)

Of said owner or owners, and is duly authorized to perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sworn to before me

This day of

Notary Public, County

.....
(Signature of Applicant)