

TOWN OF TRUXTON
NOTICE TO APPLICANTS
APPLICATION FOR BUILDING PERMIT PROCEDURE

THE FOLLOWING IS REQUIRED UPON APPLICATION FOR A BUILDING PERMIT: **READ CAREFULLY!**

1. **APPLICATION - MUST BE FULLY COMPLETED**
Top portion to be completed by the Town/Village Clerk, Zoning Officer or Applicant. Pink copy will be retained by Clerk or Zoning Officer. White and Yellow copies to be submitted to inspector. **Application must contain a site address:** Road name/number, house number, if any, lot numbers or tax map number. **DO NOT USE A P.O. BOX!**
2. **Construction Specification Sheet**, submitted in duplicate, must be complete and bear the signature and seal of a notary public.
3. New York State P.E. approved, stamped plans (2 sets) are required for the following: Any residential construction of 1,500 square feet or more. Any commercial or industrial construction. Any multiple dwelling. Consult inspector regarding plans for alterations, renovations, or conversions.
4. Where **P.E. Stamped Plans are not required**, the following must be submitted: A detailed sketch of proposed new construction; or existing building and proposed alterations, renovations, or conversions plus a list of material for construction.
5. **A plot plan**, showing location of buildings, well and septic system, and distance between each.
6. An approved septic permit from the health department.
7. **Driveway** permits must be obtained before a building permit may be issued if a new driveway is proposed for constructed or a change to an existing driveway is needed.

8. Manufactured Housing:

Factory Manufactured (Modular) Homes: All factory manufactured homes or components shall bear an insignia of approval issued by the State Fire Prevention and Building Code Council (supply state approval number).

New Mobile Homes: Information regarding the location of: the Manufacturer's Certifying Label which states compliance with Federal construction standards. Data Plate certifying Federal mobile home construction and safety standards and **reference to structural and wind zone for which the home is designed;** Heating/cooling certificate specifying heating and insulation zone and outdoor design temperature, plus the **serial number**. **Contact your inspector regarding requirements for older mobile homes, as they must meet the Safety Standards and New York State Energy Codes.**

UPON APPROVAL OF THE ABOVE, A BUILDING PERMIT WILL BE ISSUED AND CONSTRUCTION MAY COMMENCE. NO WORK SHALL BE STARTED PRIOR TO RECEIVING A BUILDING PERMIT FROM THE ISSUING INSPECTOR.

GENERAL INFORMATION

Upon completion of a project with all the applicable inspections performed, and "Application for a Certificate of Occupancy or Compliance" must be submitted to the inspector prior to the preparation of this document.

All building permits are subject to renewal one (1) year from the date issued if the project has not been completed. The cost for a renewal permit will be one-half of the cost of the original permit, which would extend it for an additional one- (1) year period.

In-progress inspections are required. It is the **APPLICANT'S** responsibility to contact the inspector at the appropriate stages of construction, prior to continuing to the next stage. Each inspection stage is indicated on the lower portion of the building permit. **Inspections made by APPOINTMENT ONLY WITH 24 HOUR NOTICE.**

When any form of electrical installation has been performed, you will be required to provide a copy of the electrical certificate prior to the issuance of a final structure certificate. An electrical certificate for a mobile or modular home must state the inspection of a 4-wire feeder as well as the service. Electrical inspections shall be conducted by an approved electrical inspection agency. Accepted agencies: New York Atlantic-Inland, Inc., and New York Board of Fire Underwriters.

The New York State Building Codes as adopted by the municipality, prohibits occupancy of any structure for which a permit is required until the Administrating Authority has issued a certificate of occupancy or compliance.

FOR QUESTIONS, OR AN INSPECTION APPOINTMENT, CONTACT SCOTT EVENER WITH NEW YORK ATLANTIC-INLAND, INC. AT (607) 753-7118.