

VILLAGE OF DUNDEE
12 Union Street
Dundee, NY 14837

Instructions For Application of Building Permit

****Do Not start construction until application is complete, approved and all required Permits Issued****

1. This application must be completely filled in, submit original application and the following requirements to the Building Inspector.
2. Application must be accompanied by a complete set of Plans and Specifications for the proposed work on a **TAX MAP or Current Survey**. (Available at the Assessor's Office)
3. A **PLOT PLAN** shall be drawn, showing street(s) on which property is located, lot dimensions, all building dimensions (existing and proposed), the distance from new construction to the lot line, and a North Arrow.
4. **Landscaping and Screening**, construction drawing for pavement, walks, steps, curbing, drainage, and other structures (including fences, walls or other landscaping materials).
5. **Signage Plan** with dimensions and locations of existing and proposed signs (including signs for owner name and house number).
6. **Total Floor Area and Ground Coverage** of proposed building and structure; including percentage of ground cover (i.e., driveways, sidewalks, and etc.)
7. **Swimming pools** (above ground or in-ground), these also require an Electrical Permit Inspection; there are also certain guidelines for fences for pools.
8. **Building Plans**, which include elevations of front, sides and rear.
9. **Amount of Land Disturbed in Square Footage:**
 - a. Amount of excavated material to be removed from the site.
 - b. Amounts of fill material to be brought into the site.
 - c. Temporary and Permanent Erosion Control measures.
10. **Design and Location** of existing and proposed wells, septic tanks, leach fields systems or village sewer and/or water system, location of hook-ups or connections.
11. **Insurance Coverage:**
 - a. Certificate of Liability Insurance, Acord 25 form
 - b. Workers Compensation, Form C-105.2, U-26.3 or SI-12
 - c. Disability Insurance Coverage, Form DB-120.1 or DB-155
 - d. Proof of exemption from Workers Compensation and/or Disability Insurance, Form CE-200, or
 - e. Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage

APPLICATION FOR BUILDING PERMIT

Site Address: _____ Tax Map #: _____

Name of Owner: _____ Date: _____

Address: _____ Phone #: _____

Applicant: _____ Phone #: _____

Address: _____

Architect/Engineer/Other: _____ Phone #: _____

Address: _____

Contractor: _____ Phone #: _____

Address: _____

Applicant is: Owner Agent Architect Builder Contractor

Attach proof of Worker's Compensation and Disability Benefits insurance coverage. Acceptable proof: Certificate of Worker's Compensation (form C-105-2 or U26.3) AND Disability & Paid Family Leave (form DB-120.10) OR Certificate of Attestation of Exemption (form CE-200)

Nature of Work (check all applicable – work not identified will require separate application form.)

- | | | | | |
|--|--|---|---|--|
| <input type="checkbox"/> New building | <input type="checkbox"/> Generator | <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration/Repair | <input type="checkbox"/> Fire Repair |
| <input type="checkbox"/> Fireplace/stove | <input type="checkbox"/> Deck | <input type="checkbox"/> Demolition/Removal | <input type="checkbox"/> Roofing | <input type="checkbox"/> Swimming Pool/Spa |
| <input type="checkbox"/> Foundation | <input type="checkbox"/> Mechanical (MPE) work | <input type="checkbox"/> Shed | <input type="checkbox"/> Fire Protection System | <input type="checkbox"/> Fence |
| <input type="checkbox"/> Occupancy Change | <input type="checkbox"/> Electrical | <input type="checkbox"/> Grading/Sitework | <input type="checkbox"/> Garage | <input type="checkbox"/> Polebarn |
| <input type="checkbox"/> All Others (Describe) | | | | |

Describe proposed work, including use and size of all items checked above: _____

Size of improvements: _____' x _____' = SQ. FT. _____ Height _____ No. of Floors in Building _____

Set Backs: Front _____ Sides _____ / _____ Back _____ Estimated Cost \$ _____

Attach an instrument survey, a scaled drawing showing the lot lines of the property, street names, where the street is relative to the lot lines, the location and dimensions of any existing buildings on the property, the location and dimensions of any new construction, the distance from all new construction to the lot lines and whether the property is an interior or corner lot.

Attach drawings of what is being built. The drawings shall be to scale and include enough detail and measurements that NYS code requirements can be verified. New homes and commercial structures shall be designed by a licensed professional. Include a list of materials.

Rough and final **electrical inspections are required**. Electrical inspections are done by a state certified third party. This office will need to be provided certification that these inspections have been made and finalized. The building inspector will need to inspect the work also in order to close out the building permit.

Occupancy Classification _____ Change of Occupancy? Yes No

State intended use and occupancy after proposed construction: _____

If dwelling, total number of units: _____ Number of units on each floor: _____

If commercial, specify nature and extent of each type of use: _____

The proposed construction is to be completed before the building permit expires. The building permit is good for one (1) year. Failure to complete and have all phases of the project inspected within the one (1) year will require renewal along with fees and insurances. The scope of permitted work is limited to what is described in the permit letter. Changes to that plan can made only with the approval of this office.

Inspections as noted on the building permit are required and the responsibility of the property owner or contractor to call this office to arrange. Twenty-four-hour (one business day) advance notice shall be given. If work that needs to be inspected is covered before the inspector can verify it, the work will have to be exposed to facilitate inspection at the owner's or contractor's expense.

A Certificate of Compliance or Occupancy cannot be issued unless the required inspections have been made. Without a Certificate of Occupancy, the construction cannot be legally occupied. It is the owner's responsibility to adhere to all code compliance requirements and setbacks.

All new work is to be done in conformance with the provisions of the New York State Uniform Fire Prevention and Building Code. Please be advised that failure to comply with applicable regulations and/or conditions of the permit or should hazardous or unsafe conditions develop, we reserve the right to stop work.

All information supplied in this application is true to the best of my knowledge and belief. I understand and agree that all work will conform to all applicable local and state code requirements. Permission is hereby granted to the Code Enforcement Officer to enter the premises as frequently as reasonably necessary to inspect the project for compliance with the submitted plans, the Uniform Code and the Code of the Village of Dundee.

Applicant's Signature: _____ Date _____

Zoning Compliance Application

Application is hereby made to the Code Enforcement Officer for the issuance of a Certificate of Zoning and Compliance pursuant to the Code of the Village of Dundee, for the construction or use of buildings, additions or alterations, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

Applicant's Signature: _____ Date _____