



## **Village of Scottsville Building Permit**

### **PLEASE REVIEW BUILDING PERMIT REQUIREMENTS:**

1. The applicant shall notify the Code Enforcement Officer (CEO) of any changes in the information contained in the building permit application during the period for which the building permit is in effect.
2. A permit will be issued when the application has been determined to be complete and the proposed work is determined to be in compliance with all requirements of New York State Building Code.
3. A building permit may be revoked or suspended if it is determined that the work to which it pertains is not in accordance with the information contained in the building permit application; OR is not in conformance with the NYS Building Code; OR if there has been a misrepresentation or falsification of a material fact or condition connected with the application for a building permit.
4. Any deviation from the approved plans must be authorized by the licensed professional who affixed the NYS seal to the original plans prior to the issuance of a Certificate of Occupancy.
5. The applicant shall notify the CEO 24 hours in advance for all required inspections and receive approval before any building element, equipment or system is covered or enclosed.
6. Prior to the issuance of a Certificate of Occupancy, the licensed professional who affixed the NYS seal to the original plans must certify that the completed construction is in compliance with the plans and specifications as submitted for the building permit.
7. A building permit shall expire one (1) year from the date of issuance or upon the issuance of a Certificate of Occupancy whichever comes first. A building permit that has expired prior to the issuance of a Certificate of Occupancy shall require the issuance of a new building permit and the payment of all building permit fees. A building permit may, upon written request, be renewed for successive one-year periods provided that: the original permit has not been revoked or is suspended at the time of renewal request; and the information contained in the original application is relevant and correct; and the renewal fee is paid.
8. The undersigned assumes responsibility for the cleanup of all debris generated by construction activities and the removal of same to a legal off-site location.
9. By law, applicant or demolition contractor is required to contact Dig Safely New York 800-962-7962 prior to starting any digging. Allow two full working days for response.
10. All electrical work must be inspected by an authorized agent and produce a certificate of approval. The following are Village approved electrical inspectors: Commonwealth Electrical Inspection Service 585-624- 2380; New York Board of Underwriters 800-595-9600; Genesee Star Agency 585-768-6696; New York Atlantic- Inland 607-753-7118; Middle Department Inspection Agency 518-273-0861. It is the permit holder's responsibility to arrange for all required electrical inspections.
11. Any work located in the Village of Scottsville Right of Way (land located outside of property and adjacent to Public Street) must be issued a ROW Work Permit by the Village of Scottsville. Address questions to the Village Administrator.
12. Any third party contractor must show proof of Workers compensation, liability, and disability insurance in accordance with New York State Law.

PROPERTY ADDRESS: \_\_\_\_\_ Email Address: \_\_\_\_\_

OWNER/BUSINESS NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

#### INSTRUCTIONS FOR BUILDING PERMIT APPLICATIONS

1. Submit one plot plan (instrument survey) at original scale showing:

- All property lines with dimensions
- All existing and proposed structure(s) with dimensions
- Existing easements

2. Submit two sets of building plans complete with:

- Floor Plan (s)
- Foundation Plan
- Cross Sections
- All Elevations
- Truss Drawings (normally obtained from the truss manufacturer or where you are buying the trusses)

Registered Architect's or Engineer's stamp & signature required under any of the following conditions:

- Residential construction with cost exceeding \$20,000
- New residential single-family dwelling(s) that are 1,500 square feet or larger
- Any commercial construction

4. Submit one copy of NYS Energy Conservation Compliance Form and Inspector Form with professional stamp and signature. Contact: [www.energycodes.gov](http://www.energycodes.gov) for downloadable version of "Res-check" or "Mec-check". Most current version available to be submitted.

5. Submit proof of Contractor's valid Workers Compensation Insurance Policy must be submitted and approved or Form BP-1 stating that Workers Compensation is not required before issuance of any building permit.

6. Appropriate building permit fee with check made payable to Village of Scottsville.

7. A permit must be obtained prior to beginning any construction work. Application is subject to review before issuance of a valid permit for construction.

#### Supplemental Documents Submitted (check appropriate boxes):

- Construction Drawings ( \_\_\_ Elevations, \_\_\_ Plan View, \_\_\_ Sprinkler Plan, \_\_\_ # of copies)
- Instrument Survey
- Site Plan
- Board Approval ( \_\_\_ Planning, \_\_\_ Zoning, \_\_\_ Village)
- RES Check / COM Check
- Proof of Insurance ( \_\_\_ Liability, \_\_\_ Disability, \_\_\_ Workers Comp, \_\_\_ Exemption)
- Safeguards During Construction ( \_\_\_ Chapter 33 NYSBC, \_\_\_ Chapter 14 NYSFC)

Project Description:

Estimated Cost \$ \_\_\_\_\_



**For Office Use Only**

Village Fee(s) \$ \_\_\_\_\_

Permit Number: \_\_\_\_\_

**BUILDING PERMIT APPLICATION**

**Property where work will be performed:**

Address: \_\_\_\_\_

Historic District: Yes  No

Certificate of Appropriateness: Yes  No

Owners Name: \_\_\_\_\_

Owners Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Contractor Information:**

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Estimated Cost of Project: \$ \_\_\_\_\_

Square Footage: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Project Description: \_\_\_\_\_

**Permit Type:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Residential         | <input type="checkbox"/> Commercial          | <input type="checkbox"/> Plumbing                  |
| <input type="checkbox"/> Industrial Use      | <input type="checkbox"/> New Construction    | <input type="checkbox"/> Generator                 |
| <input type="checkbox"/> Addition            | <input type="checkbox"/> Interior Renovation | <input type="checkbox"/> Roof Repair/Replace       |
| <input type="checkbox"/> Change of Use       | <input type="checkbox"/> Demolition          | <input type="checkbox"/> Solar                     |
| <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> Shed                | <input type="checkbox"/> New Swimming Pool         |
| <input type="checkbox"/> Deck                | <input type="checkbox"/> New Furnace         | <input type="checkbox"/> In Ground Pool            |
| <input type="checkbox"/> Fireplace Insert    | <input type="checkbox"/> Wood/Pellet Stove   | <input type="checkbox"/> Above Ground Pool         |
| <input type="checkbox"/> Fence               | <input type="checkbox"/> Porch               | <input type="checkbox"/> Excavation/Fill/Site Work |
| <input type="checkbox"/> Mechanical          | <input type="checkbox"/> Sign/Awning         |  |
| <input type="checkbox"/> Other _____         |  |  |

**63.11.A:**

No person, firm or corporation shall commence erection, construction, enlargement, alteration, removal, improvement, demolition, conversion, or installation therein of any building or structure or change in use or occupancy of any building or structure without first obtaining appropriate required permits from the Building Inspector or Fire Marshal. No permit shall be required for construction work which is not structural in nature and does not entail installation of plumbing, electrical, heating or ventilation systems or components in addition to such systems already in use. No permit shall be required for work of an ordinary replacement or maintenance nature, except as otherwise stated in this article.

**CERTIFICATION:**

Application is hereby made to the Village of Scottsville for the issuance of a Building Permit, Pursuant to the Zoning Ordinance of the Village of Scottsville as herein described. I acknowledge that no construction activities shall be commenced prior to the issuance of a valid building permit. I affirm that I have read the instructions and that the application, plans and supporting documentation are true and a complete statement and description of the work proposed and that all work will be performed in accordance with the NYS Building Code, local laws and ordinances and with local zoning regulations whether specified herein or not. I authorize access to the Code Enforcement Officer or representative during all phases of construction for the purpose of inspections. I agree to prominently display on the premises the building permit issued and abide by all Planning Board and Zoning Board of Appeals approvals and all plan amendments made by the Building Department. I further acknowledge and agree that prior to occupying the facilities governed by this building permit, I or my agents will obtain a Certificate of Occupancy.

Make checks payable to:

Village of Scottsville

Mail or deliver to:

22 Main Street, Suite 3, Scottsville, NY 14546

Homeowners Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Contractor Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Code Enforcement Officer Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

**Building Inspector Notes:**

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