

Town of Fremont

(Steuben County, New York)
Office of Code Enforcement
8217 Cream Hill Road
Arkport, New York 14807
Phone: (607) 324-7786, Fax: (607) 324-0685

Building Permit Application Instructions

NOTICE: Please Read and Understand these Instructions.

Your Project Cannot be started until a Permit has been issued, If required, and the Building / Code Enforcement Official has issued a building Permit.

The Applicant is also responsible to make all necessary calls for inspections (at least 48 hours in advance) and necessary fees as set forth in the appropriate Schedule of Fees. If you have any questions, please contact the Town Clerk or Code Enforcement official.

All Items may be Required, Check with Town Clerk or Code Officer.

A decision on the permit application WILL BE withheld until all required documentation is obtained for review.

- A. **Required for All Applications!** Site Plan: This should consist of an accurate map (tape location, survey, etc) showing existing and proposed structures/buildings on the parcel. Show all dimensions of proposed project and dimensions to property lines and street right-of-way. Show type of construction, material to be used – including dimensions of materials; size and locations of windows, doors, etc.; construction method; size and locations of electric, plumbing and heating items to be installed. Use as many additional sheets as needed – include a copy of the blue print, if you have one. Engineers or Architects must stamp the drawings for all projects in excess of \$15,000.00 and a copy MUST BE included.
- B. **Required for All Applications!** Identify all adjoining parcels and owners.
- C. **Required for All “Commercial or Industrial” Applications!** Submit supporting data in a written form:
 - 1. List of Construction sequence.
 - 2. Time schedule for completion of each phase of project
 - 3. Description of proposed uses; hours of operation; expected number of employees; anticipated volume of traffic that this project will generate.
 - 4. Graphic Material showing traffic circulation, parking spaces and pedestrian walks. Also topography and landscaping plans, open spaces and buffer zones.
 - 5. Preliminary engineering plans showing street improvements, storm drainage, water supply and sanitary sewer facilities.
- D. **Required for “New Construction” Applications!** Provide proof of approval of individual sewage disposal systems and plans. May need to contact Building Office for a “Perc Test” if installing a new system.
- E. **Required for All “Sign Applications”!** Drawing of the proposed sign, clearly showing the dimensions, characters and shapes; If Illuminated – show source of power and location of illumination

- F. Required for all Applications!** Provide elevation drawings with applicable height dimensions.
- G. For “MINING ONLY”!** Describe the extent of proposed mining operation. Enclose a copy of NYS DEC Permit.
- H. Required for Change of Use Applications!** Describe the nature of existing use and nature of proposed use.
- 1. Freshwater wetlands:** Determination / Permit from the NYS Department of Environmental Conservation. (As Required by Article of the Environmental Conservation Law)
 2. Certification indicating specific elevation in relation to Federal Flood Hazard Area.
 3. Other material as requested by: Code Office / Zoning Board of Appeals / Town Board.
 4. Any Other information you think might help the Building Official in making a decision regarding the approval of your application.
 5. **Any new Septic System must be engineered by design professional, Please include blueprints with application!**

!!!!!!!!!!BEFORE YOU DIG!!!!!!!!!!

CALL 811 Or Visit www.digsafelynewyork.com

72 hours in advance!!

This applies to any and ALL digging, even Fence Posts, Septic Systems, swing sets etc.

Penalties up to \$7,500.00, If you do not call, plus the cost of repairing the damaged underground lines!

Application for Building Permit

Application Date: _____

Applicant's Name: _____

Project Site Location: _____

Mailing Address: _____

Tax Map Number _____

Telephone #: _____

(REQUIRED)

INSTRUCTIONS: Please completely fill in this application with a ball point pen and submit completed application and required attachments to Building Official. An approved Building Permit **MUST BE** obtained before any work is started. This application is **NOT** the approved building permit! A list of required attachments is on page two.

Applications are not transferable.

1. Application for: (circle one) Residential, Commercial, Industrial, Agricultural, Recreational, Site Plan Review, Other _____
2. Permit for: New Construction, Addition, Alteration, Demolition, Septic, Heating, SFB Device, Use Change
3. Is this parcel: A corner Lot? Yes; No Nearest Cross Roads _____ & _____
4. Dimensions of parcel: Frontage _____ X Depth _____ and or parcel area (acres) _____
5. Set-Back (in Feet) from property line to project: Front _____; right _____; Left _____; Rear _____
6. Is the property Sub-Divided? Yes No If Yes, please provide documentation.
7. Do you give the Building officer valid consent to complete the required inspections? Yes No; If no, what procedures may be required for valid consent? _____
8. Name of Architect or Engineer (if any) _____
Address _____ Telephone _____
9. Name of General Contractor (if any) _____
Address _____ Telephone _____
10. Total estimated value of project (includes materials and labor): \$_____.
11. Number of dwelling units? _____
- 12.

Proposed Project	Height	Length	Width	Sq. Ft.
House				
Garage				
Accessory Building				
Commercial				
Industrial				
Other				
			Total Sq. Ft.	

13. Describe the proposed project and use: _____

Use additional sheet(s) for more space and supporting information.

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Certification: I hereby certify that I have read the instructions on all pages and examined this application and all supporting attachments and know the same to be true and correct. All provisions of law and ordinances covering this type of work or use will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or conceal provisions of any other state, local or federal law or ordinance regulating construction, performance of construction, or intended use project.

_____ Signature of Applicant	_____ Signature of Owner (If other than Applicant)
_____ Please Print Name	_____ Please Print Name

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Action taken by Building Official: Approved Denied
Specific Reason(s) for denial: _____

See Attachments or additional sheets for explanation.

Date of Action: _____ C.E.O Signature: _____

Sent to Planning Board; Board of Appeals; Town Board; Date: _____

Land Use: Agriculture;__ Residential;__ Industrial;__ Land Conservation;__ Interchange.__

Is Proposed Project in: Wetlands __ Flood Plain__? (Check appropriate Box if answer is Yes.

Fee Received: Land Use _____, Building _____, Cash; Check; Check # _____

APPLICATION Number / Permit Number; _____

__ Maintenance Permit – Fee Free

Affidavit of Exemption to show Specific Proof of Workers Compensation Insurance Coverage for a 1, 2, 3, or 4 Family, Owner-occupied Residence

Under Penalty of Perjury, I certify that I am the owner of the 1, 2, 3, or 4 family owner-occupied residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of worker's compensation insurance coverage for such residence because (please check the appropriate box):

- I am performing all the work for which the building permit was issued.
- I am not hiring, paying or compensating in any way, the individual(s) that is (are) performing all the work, or helping me perform such work for which the building permit was issued.
- I have a homeowner's insurance policy that is currently in effect and covers the property listed on the attached building permit and am hiring or paying individual(s) a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- Acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers Compensation Board to the government entity issuing the building permit. If I need to hire or pay individuals a total of 40 hours or more per week (aggregate for all paid individuals on the jobsite) for work indicated on the building permit. OR
- Have the general Contractor, performing the work on the 1, 2, 3 or 4, family, owner-occupied residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

(Signature of Homeowner)

(Date Signed)

(Homeowner's Name Printed)

Home Telephone Number _____

Property Address that requires the Building permit:

Sworn to before me this _____ day of

_____, _____.

(County Clerk or Notary Public)