

**Town of Schuyler**  
**Building and Zoning Permit Application**  
(All Building Permits are good for one year)

**Please fill out ALL necessary pages in this application!**  
**This application includes the following:**

Instructions:	Cover Page
Information:	Page 1 & 2
Plans:	Page 3
Fees & Application Certification:	Page 4-5
Code Department Use Only:	Page 6

**Also Attached:**

Worker's Compensation and Disability Insurance Information: *Please fill out necessary forms.*

Request for Sanitation Inspection Form: *Please fill out if you require a sanitation inspection.*

Percolation Test Requirements Form: *Please fill out if you require a percolation test.*

- A. No building or structure shall be erected, added to, or structurally altered until a permit has been issued by the Codes Enforcement Officer.
- B. All Fees are to be paid by Cash, Check or Money order, and made payable to the "Town of Schuyler".
- C. One set of building plans, specifications, and plot plans must be submitted.
- D. The plot plan must show the actual dimensions of the lot to be built on, clearly and distinctively show location of all buildings whether existing or proposed and the relationship to adjoining premises, showing all easements, names of street or public areas, indicating all set back dimensions from property lines. A land survey may be submitted or requested. A swimming pool is considered a structure.
- E. It will be a requirement of the owner or contractor to notify the Code Enforcement Officer when work will begin. After the first inspection the Code Enforcement Officer will then let either the owner or contractor know when the next inspection will be. If not called a **STOP WORK ORDER** may be issued.
- F. The work covered by this application may not be commenced before the issuance of a building permit.
- G. Upon the approval of this application by the Codes Enforcement Officer, a building permit will be issued to the applicant when payment has been received. Such permit must be displayed on the premises available for inspection throughout the process of work.
- H. Final inspection is necessary before a Certificate of Occupancy is issued. Final inspection is also necessary for a Certificate of Completion. No occupancy of a building can take place without approval of the Codes Enforcement Officer.
- I. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee is also charged determined on the extent of the variation from the original plans.
- J. Installations, alterations and repairs to residential premises, and materials, assemblies and equipment utilized in connection with building, must be reasonably safe to persons and property, and in conformity with applicable statues of the State of New York, and orders, rules an regulations issued by the Codes Enforcing Authority Conformity of such works, materials, assemblies or equipment with the applicable requirements of the New York State Uniform Code is required and it is the responsibility of the applicant to be versed in this code and acquire the permit.

*Revised 7/09*

**Town of Schuyler--Codes Department**  
 Ph. 733-7447, Email: codes@townofschuyler.com  
**Building and Zoning Permit Application**  
**For Residential, Commercial and Multi-Residential**

Zoning District \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Codes Department # \_\_\_\_\_

\*\*\*\*One set of plans and specifications must be submitted with this application,  
 as well as proof of insurance—please see attachment from NYS Worker's Compensation board.

**1. Project Location:**

- a. \_\_\_\_\_  
 (Address)
- b. \_\_\_\_\_  
 (Tax Map#)
- c. \_\_\_\_\_  
 (Directions)

**2. Applicant:**

**Owner: (if different from applicant)**

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

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

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

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

Phone: ( ) \_\_\_\_\_ H  
 ( ) \_\_\_\_\_ W  
 ( ) \_\_\_\_\_ C

Phone: ( ) \_\_\_\_\_ H  
 ( ) \_\_\_\_\_ W  
 ( ) \_\_\_\_\_ C

Applicant is (check one or more) \_\_\_\_\_ owner \_\_\_\_\_ builder/contractor \_\_\_\_\_ other (specify) \_\_\_\_\_

**3. Application is hereby made to: (check and circle all that apply)**

- A. \_\_\_\_\_ New Construction/Manufactured Home/Mobile Home
- B. \_\_\_\_\_ New Construction/Manufactured Home/Mobile Home (IN PARK)
- C. \_\_\_\_\_ Certificate of Occupancy/Home Occupation Permit
- D. \_\_\_\_\_ Alteration/Addition/Enclosed Porch
- E. \_\_\_\_\_ Demolition (no fee)
- F. \_\_\_\_\_ Shed/Portable Shed (no ground attachment)
- G. \_\_\_\_\_ Unenclosed Porch/Deck/Carport
- H. \_\_\_\_\_ Garage/Accessory building/Misc. Storage Structure
- I. \_\_\_\_\_ Fencing (no fee)
- J. \_\_\_\_\_ Pool: Above/In-Ground
- K. \_\_\_\_\_ Heating System Alterations
- L. \_\_\_\_\_ Area/Other Variance/Special Use Permit      \*\*\*Application to Board of Appeals is needed
- M. \_\_\_\_\_ Zoning change      \*\*\*Application to Board of Appeals is needed
- N. \_\_\_\_\_ Change of Use (no fee) please describe prev. & proposed use \_\_\_\_\_
- O. \_\_\_\_\_ Signs      \*\*\*Application to Board of Appeals is needed
- P. \_\_\_\_\_ Billboard
- Q. \_\_\_\_\_ Sewer/Septic Inspection      \*\*\*Sewer permit or Sanitation Inspection form is needed
- R. \_\_\_\_\_ Salvage Yard
- S. \_\_\_\_\_ Manufactured Residential Park Permit
- T. \_\_\_\_\_ Motor Home/RV Seasonal Use Permit
- U. \_\_\_\_\_ Miscellaneous inspection please describe \_\_\_\_\_

4. Construction Information:

Construction cost: \_\_\_\_\_  
Square Footage:  
House \_\_\_\_\_ square feet  
Garage \_\_\_\_\_ square feet

House contains:  
No. Bedrooms \_\_\_\_\_ No. Baths \_\_\_\_\_  
No. Stories \_\_\_\_\_ No. Garage stalls \_\_\_\_\_  
No. Rooms \_\_\_\_\_

5. Sewage Disposal: a. \_\_\_\_\_ new or \_\_\_\_\_ existing  
b. \_\_\_\_\_ septic or \_\_\_\_\_ sewer  
c. \_\_\_\_\_ other (Please explain) \_\_\_\_\_

\*\*\*If applicable, attach Health Dept. Plans and approval

6. Water Supply: a. \_\_\_\_\_ New well or b. \_\_\_\_\_ existing well  
c. \_\_\_\_\_ municipal water

7. Heating System: \_\_\_\_\_ electric \_\_\_\_\_ oil \_\_\_\_\_ gas \_\_\_\_\_ wood/pellet/corn  
\_\_\_\_\_ forced air \_\_\_\_\_ baseboard \_\_\_\_\_ heat pump  
\_\_\_\_\_ other, explain \_\_\_\_\_

8. If.....  
..... the area of the new residential building is greater than 1500 square feet or  
..... if the cost of the alteration or addition exceeds \$ 10,000.00, or  
..... if the addition or alteration will have an affect on either structural or public safety  
then the plans submitted must bear the original seal and signature of a NYS licensed Professional Engineer or Registered Architect as provided for in section 7307 and 7209 of the New York State Education Law.

Name \_\_\_\_\_ RA \_\_\_\_\_ PE \_\_\_\_\_  
License No. \_\_\_\_\_ Phone No. ( ) \_\_\_\_\_

9. Work covered by this application has been started or completed.  
\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please attach a written explanation or write in the space below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DRAW PLANS BELOW**  
**Or**  
**SUBMIT SEPARATELY**

- Use Ink
- Show all lot lines and dimensions
- Show all pertinent streets
- Show distances from all buildings to lot lines and other buildings
- Show adjoining owners and distance to their buildings

SETBACKS MUST BE MEASURED FROM THE RIGHT-OF-WAY.  
IF YOU NEED ASSISTANCE IN DETERMINING THE DISTANCE  
ON YOUR STREET OR ROAD, PLEASE CONTACT THE CODES  
OFFICER (733-7447) OR TOWN CLERK (733-7458).

The undersigned hereby certifies that the description, facts and plans set  
Forth herein or herewith are correct and true and will be adhered to.

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

## Residential, Commercial and Multi-Residential Fees

The fee that must accompany this permit application and the provisions in the education law requiring drawings to bear the seal of a NYS Registered Architect or licensed Professional Engineer are both based on the proposed building size expressed in square feet. To determine square footage, use outside building dimensions and include the areas of habitable basements and all above grade floor levels except non-habitable attics. Do not include area of attached or detached garages or carports.

### 10. Fee Schedule—(check all that apply)

     A. New Construction/Manufactured Homes/Mobile Homes:

Residential (One and Two Family Dwellings)/Manufactured Homes: FEE: \$ .10 per square foot

\*\*\*Note: For Manufactured Homes, if you are building in a mobile home park, please see 10B. for fee amount.

Commercial & Multi-Residential FEE: \$0.15 per square foot

_____ sq. ft. of Residential dwelling	_____ sq. ft. of Commercial/Multi-residential
<u>x .10 fee per sq. ft.</u>	<u>x .15 fee per sq. ft.</u>
\$ _____ Fee Due	\$ _____ Fee due

(MAXIMUM FEE: \$5,000.00 for Commercial/Industrial)

     B. New Construction/Manufactured Home/Mobile Home IN PARK:

FEE: \$75.00 (fee includes sewer permit # \_\_\_\_\_) (Only in conjunction with Town of Schuylar Park Permit). All others (not in park) same as Residential One and Two Family Fee Schedule.

     C. \_\_\_\_\_ NEW (and existing for Residential ONLY) Certificate of Occupancy/Home

Occupation Permit: Residential/ Commercial and Multi-Residential

FEE: \$25.00 Annual or NO FEE w/building permit.

\_\_\_\_\_ EXISTING Building Certificate of Occupancy Permit:

for Commercial and Multi-Residential only FEE: \$120.00

     D. Alterations/Additions/enclosed porch (total effected area of interior space):

Residential (One and Two Family Dwellings)/Manufactured Homes: FEE: \$ .10 per square foot

Commercial & Multi-Residential FEE: \$0.15 per square foot

_____ sq. ft. of Residential dwelling	_____ sq. ft. of Commercial/Multi-residential
<u>x .10 fee per sq. ft.</u>	<u>x .15 fee per sq. ft.</u>
\$ _____ Fee Due	\$ _____ Fee due

MINIMUM FEE: \$25.00 enclosed porch/alterations

MINIMUM FEE: \$100.00 Additions

     E. Demolition: NO FEE

     F. Sheds: \_\_\_\_\_

Residential (One and Two Family Dwellings)/Manufactured Homes: FEE: \$ .10 per square foot

Commercial & Multi-Residential FEE: \$0.15 per square foot

_____ sq. ft. of Residential dwelling	_____ sq. ft. of Commercial/Multi-residential
<u>x .10 fee per sq. ft.</u>	<u>x .15 fee per sq. ft.</u>
\$ _____ Fee Due	\$ _____ Fee due

MINIMUM FEE: \$25.00

Portable Shed (no ground attachment) FEE: \$30.00

     G. Unenclosed porch/deck/carport: FEE: \$30.00

H. **Garage/Accessory Building or misc. storage structure (No utilities or vehicle Repair):**  
 Residential (One and Two Family Dwellings)/Manufactured Homes: FEE: \$ .10 per square foot  
 Commercial & Multi-Residential FEE: \$0.15 per square foot

<u>        </u> sq. ft. of Residential dwelling <u>  x  </u> .10 fee per sq. ft. \$ <u>                </u> Fee Due	<u>        </u> sq. ft. of Commercial/Multi-residential <u>  x  </u> .15 fee per sq. ft. \$ <u>                </u> Fee due
---	---

MINIMUM FEE: \$30.00

     I. **Fencing:** NO FEE

     J. **Pool:** Above/In-Ground FEE: \$25.00

     K. **Heating System Alterations:** (only if no building addition planned) FEE: \$ 25.00

     1. Wood/Pellet/Corn Stove           2. Heating System           3. Fireplace

     L. **Zoning Board of Appeals: Area/Other Variance or Special Use Permits:**

Residential FEE: \$100.00 plus cost of publication-----Additional meetings: \$100 each.

Commercial and Multi-Residential FEE: \$250.00 plus cost of publication-----Additional meetings: \$100 each.

     M. **Zoning Change:** FEE: \$200.00 plus cost of publication.

     N. **Change of Use:** NO FEE

     O. **Sign illuminated/non-illuminated:** FEE: \$25.00

     P. **Billboards:** FEE: \$250.00

     Q. **Sewer/Septic Inspection:**

Septic System:           New NO FEE           Existing failed \$25.00 FEE

Sewer Connection:           New tap NO FEE           Existing connection \$25.00 FEE

     R. **Salvage Yard Permit:** FEE: \$100.00 Annually

     S. **Manufactured Residential Park Permit:** FEE: \$2.50 per site (min. \$100) Annually.

     T. **Motor Home/RV Seasonal Use Permit:** FEE: \$100.00 Annually

     U. **Miscellaneous inspection:** FEE: \$25 per hour/minimum 1 hour.

AMOUNT ENCLOSED \$                      check, money order made payable to: TOWN OF SCHUYLER

**11. APPLICATION CERTIFICATION** - I hereby certify that I have read the instructions and examined this application and know the same to be true and correct. All provisions of laws and ordinances covering this type work will be compiled with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or land use or the performance of construction.

Signature of Applicant/

Authorized Agent \_\_\_\_\_

Date \_\_\_\_\_

**Code Department Use Only**

Application Accepted By \_\_\_\_\_ Date \_\_\_\_\_  
Fee/Amount Received \_\_\_\_\_ CA CH # \_\_\_\_\_  
Receipt given: Yes No Receipt Number \_\_\_\_\_

Approved For Insurance By \_\_\_\_\_  
Copy to Supervisor \_\_\_\_\_  
Plans Checked By \_\_\_\_\_  
Plans Approved By \_\_\_\_\_  
Permit Issued \_\_\_\_\_ Denied \_\_\_\_\_  
Certificate of Occupancy Applied For \_\_\_\_\_ C.O. Issued \_\_\_\_\_