Application No._____ Permit No._____

Village of Central Square

Application for a Building Permit

Application is hereby made to the Code Enforcement Officer for the issuance of a Building Permit pursuant to all applicable codes, ordinances, and laws governing the erection, construction, enlargement, addition to, repair, replacement, improvement, removal, relocation, demolition, conversion, and change in the nature of occupancy of any building or structure or any portion thereof within the boundaries of the Village Of Central Square at the following location:

Address of Subject Property: _____

Applicant: Name: _____ Phone#: _____

Address: _____

Property Owner: (*if different from applicant*)
Name: _____ Phone#: _____

Address: _____

Nature of Work (*Check all that apply*)
_____ New Building/ Structure _____ Addition (s)_____ Alteration/ Repair/ Remodel _____ Conversion

_____ Deck/ Porch _____Shed_____ Swimming Pool _____ Solid Fuel_____ Demolition _____ Other

Property Use: _____ Residential _____ Commercial: Occupancy Classification: _____

Property Description (*include dimensions*) _____
_____
_____

Estimated Value of all work *(including all labor and materials)*_____
Is Owner doing all work? _____ Yes _____ No, If yes, owner must complete a form BP-1, Affidavit of exemption from Worker's Comp. If no, complete next section.
General Contractor:
Name_____ Phone _____

Business Name _____ Phone _____

Address _____
Contractor must provide proof of liability insurance and Comp/disability Insurance or waiver signed by NYS Worker's Compensation Board on forms provided by the Worker's Compensation Board.
Electrical Contractor's
Name_____ Phone_____

The below signed applicant has read the instructions for application for a building permit and to the best of his/her knowledge, the information given and accompanying this application is accurate and true. The applicant agree that the work will conform within the NYS Uniform Building and/or Energy Code as well as all other applicable laws, ordinances and codes, that all statements contained herein are true to the best of his/her knowledge and belief and that the work will be performed in the manner set forth in the application and the plans and specifications filed herewith.

Property Owner's Signature(s) _____ Date_____

Applicant's Signature(s) _____ Date_____

***Consent to Enter Property: By signing this application I agree to allow the representatives of the Village of Central Square access to the above referenced property at reasonable times for the purpose of obtaining information relevant to the processing of this application and to ascertain compliance with any resulting permit.*
Applicants'/ Owner Signature(s) _____ Date _____

(Official Use Only)

Zoning District_____ **Tax Map#** _____

Flood Zone? _____ **Yes** _____**No** **Within 100' of Wetlands?** _____**Yes** _____ **No**

Date Submitted: _____ **Date Denied:**_____ **Date Approved:** _____

IS Any Planning Board Action Necessary? _____**Yes** _____ **No** **Fee:** _____

Village of Central Square Phone: (315)668-2558 Fax: (315) 668-7037

INSTRUCTIONS TO FILE A BUILDING PERMIT
PLEASE READ AND FOLLOW CAREFULLY

- Please type or print all information. An Illegible application may delay the issuance of a permit.
- Applications shall be made by: owners or lessees or their agent or by a design professional or contractor employed in connection with the proposed work.
- Applications must be accompanied by plans prepared and certified by a NYS Design Professional when required by NYSDOE Regulations (all commercial projects).
- A recent property survey, amended to show any new work outside of an existing building is required with an application for a Building Permit.
- Applications for work involving any structural construction, alteration or repair must be accompanied by detailed plans and specifications.
- Any additions, etc, involving conditioned space must be accompanied by an energy code certification.
- If a "foundation only" permit is issued, no work beyond that will be done until the remainder of the permit is issued.
- Building Permits shall become *invalid* unless the authorized work has commended within six (6) months following the date of issuance.
- Building Permits shall *expire* six (6) months after the date of issuance.
- A new application, review and appropriate fee will be necessary to renew an invalid or expired Building Permit.
- **Do not proceed beyond any of the inspection points listed on the Building Permit until authorized by the Code Enforcement Office.**