

# VILLAGE OF VICTORY

23 Pine Street Victory Mills, NY 12884

Phone/Fax: (518) 695 - 3808

## BUILDING PERMIT APPLICATION

(Becomes Permit When Approved)

PERMIT NO. \_\_\_\_\_

1. APPLICANT: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ BUS. PHONE: \_\_\_\_\_

2. PROJECT LOCATION: \_\_\_\_\_

3. PROJECT YPE: NEW CONSTRUCTION \_\_\_\_\_ RENOVATION \_\_\_\_\_ CONVERSION \_\_\_\_\_  
SINGLE FAMILY \_\_\_\_\_ DUPLEX \_\_\_\_\_ MULTI-FAMILY \_\_\_\_\_ INDUSTRIAL \_\_\_\_\_  
COMMERCIAL \_\_\_\_\_ HEATING SYSTEM INSTALLATON \_\_\_\_\_  
DEMOLITION \_\_\_\_\_ OTHER \_\_\_\_\_

4. MISC. INFORMATION: ESTIMATED PROJECT COST: \_\_\_\_\_

VERBAL DESCRIPTION OF PROJECT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Continue on back if needed)

5. ADDITIONAL ATTACHED APPLICATION MATERIALS: PLANS \_\_\_\_\_ SPECS \_\_\_\_\_  
SEPTIC SYSTEM DESIGN \_\_\_\_\_ WATER SUPPLY DESIGN \_\_\_\_\_  
OTHER \_\_\_\_\_

THREE (3) SETS OF APPLICATION AND ALL ABOVE ITEMS TO BE SUBMITTED

PERMIT GRANTED DATE \_\_\_\_\_ SIGNED BY \_\_\_\_\_, Bldg. Inspector  
CONTINGENCIES ATTACHED \_\_\_\_\_  
PERMIT DENIED DATE \_\_\_\_\_ SIGNED BY \_\_\_\_\_, Bldg. Inspector  
REASON FOR DENIAL \_\_\_\_\_  
OTHER COMMENTS \_\_\_\_\_

**EIGHT (8) INSPECTIONS ARE REQUIRED TO BE PERFORMED BY THE BUILDING INSPECTOR.  
DO NOT PROCEED BEYOND THE FOLLOWING POINTS UNTIL THE NOTED INSPECTION IS  
COMPLETED AND THE PERMIT IS INITIALED AND DATED BY THE BUILDING INSPECTOR.**

FOOTING BEFORE POURING CONCRETE \_\_\_\_\_ FOUNDATION BEFORE BACKFILLING \_\_\_\_\_  
FRAMING BEFORE ENCLOSING \_\_\_\_\_ ELECTRICAL BEFORE ENCLOSING \_\_\_\_\_  
PLUMBING BEFORE ENCLOSING \_\_\_\_\_ HEAT, VENT, AC BEFORE ENCL. \_\_\_\_\_  
INSULATION INSPECTION \_\_\_\_\_ FINAL INSPECTION \_\_\_\_\_

6. GENERAL CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_  
ELECTRICIAN \_\_\_\_\_ PHONE \_\_\_\_\_  
PLUMBER \_\_\_\_\_ PHONE \_\_\_\_\_  
HEATING CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_  
MASON \_\_\_\_\_ PHONE \_\_\_\_\_  
ENGINEER \_\_\_\_\_ PHONE \_\_\_\_\_  
ARCHITECT \_\_\_\_\_ PHONE \_\_\_\_\_

7. LOT AND CONSTRUCTION INFORMATION:

LOT SIZE: \_\_\_\_\_ LOT AREA: \_\_\_\_\_ Sq. Ft.  
SETBACKS: SIDE YARD \_\_\_\_\_ & \_\_\_\_\_ FRONT YARD \_\_\_\_\_ REAR YARD \_\_\_\_\_  
WATER SUPPLY: WELL \_\_\_\_\_ PUBLIC WATER SUPPLY \_\_\_\_\_  
SEWAGE DISPOSAL: SEPTIC SYSTEM \_\_\_\_\_ PUBLIC DISPOSAL SYSTEM \_\_\_\_\_  
BLDG. CONSTRUCTION: FRAME \_\_\_\_\_ BLOCK \_\_\_\_\_ REIN. CONC. \_\_\_\_\_ STEEL \_\_\_\_\_  
NO. OF STORIES \_\_\_\_\_ FOUNDATION \_\_\_\_\_ HEATING SOURCE \_\_\_\_\_  
OTHER STRUCTURES: GARAGE \_\_\_\_\_ SHED \_\_\_\_\_ OTHER \_\_\_\_\_

8. DETAILED SPECIFICATIONS – COMPLETE AS APPLICABLE:

PLUMBING (NO.) SINKS \_\_\_\_\_ TOILETS \_\_\_\_\_ TUB/SH. \_\_\_\_\_ WASHER \_\_\_\_\_ DW \_\_\_\_\_

HEATING SYSTEMS: TYPE \_\_\_\_\_

FUEL \_\_\_\_\_ EFFICIENCY \_\_\_\_\_

SIZE \_\_\_\_\_

VENT/CHIMNEY \_\_\_\_\_

OTHER \_\_\_\_\_

FOUNDATION: DESCRIPTION \_\_\_\_\_

SOIL TYPE \_\_\_\_\_

ROOFING: DESCRIPTION \_\_\_\_\_

DESIGN LOAD \_\_\_\_\_ PITCH \_\_\_\_\_

OTHER \_\_\_\_\_



GARAGE: ATTACHED \_\_\_\_\_ DETACHED \_\_\_\_\_ CORRECTED \_\_\_\_\_ SEP. DISTANCE \_\_\_\_\_

GARAGE/LIV. SPACE SEPARATION: DESCRIPTION \_\_\_\_\_

DOOR FIRE RATING: \_\_\_\_\_ Hrs. WALL/CEILING FIRE RATING: \_\_\_\_\_ Hrs.

DOOR OPERATOR IS AUTOMATIC? EXPLAIN: \_\_\_\_\_

OTHER \_\_\_\_\_

INSULATION: SIZE AND TYPE: WALLS \_\_\_\_\_

CEILINGS/ROOF \_\_\_\_\_

BASEMENT \_\_\_\_\_ SLAB \_\_\_\_\_

OTHER \_\_\_\_\_

VAPOR BARRIER \_\_\_\_\_

WINDOWS: GLAZING \_\_\_\_\_

SKYLIGHTS: GLAZING \_\_\_\_\_

DOORS (EXT.): TYPE \_\_\_\_\_

OTHER \_\_\_\_\_

9. OTHER:

- A. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the Uniform Code. The applicant shall notify the Building Inspector of any changes in the information contained in the application during the period for which the permit is in effect.
- B. A building permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.
- C. A building permit shall expire one year from the date of issuance or upon the issuance of a Certificate of Occupancy (other than a temporary certificate of occupancy), whichever comes first. The permit may, upon written request, be reviewed for successive one-year periods provided that (1) the permit has not been revoked or suspended at the time the application for renewal is made; (2) the relevant information in the application is up-to-date; and (3) the renewal fee is paid.
- D. The application must be accompanied by a complete set of plans showing proposed construction and a complete set of specifications for this proposal. All plans and specifications shall be in accordance with the State Education Law, Section 7307 and 7209. This law required that the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted except residential buildings under 1500 square feet of living area, or to alterations costing under ten thousand dollars.

- E. Work covered by this application shall not commence prior to permit issuance.
- F. Occupancy of a building or premises to which this application applies shall not occur prior to the issuance of a Certificate of Occupancy by the Building Inspector.
- G. 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.
- H. Building Inspector shall be notified as to the approximate schedule of inspections (see Page 1 of this permit) required by the Code.
- I. All electrical work needs an inspection by and a certificate of compliance from the New York Board of Fire Underwriters. Copies of all certificated to be submitted to the Building Inspector by the owner, prior to the issuance of a Certificate of Occupancy.
- J. All water and sewer connections shall comply with Village requirements. Copies of these regulations are available at the Village Office. As-built water and sewer connection plans must be submitted to the Village prior to the issuance of a Certificate of Occupancy.
- K. Special restrictions and requirements apply to projects located within a flood plain area. Additional information may be required.
- L. If trusses are utilized in the project roofing system, a design certificate must be submitted prior to the issuance of the building permit.
- M. All construction is required to comply with the New York State Energy Conservation Construction Code. Additional information may be required to demonstrate compliance.
- N. New York State law requires that contractor's employees are provided with Workers' Compensation and disability benefits. The applicant, by submission of this application, is certifying that the requirements will be met and that, upon request, documentation of the same will be provided.
- O. This application is designed for single-family or two-family residential occupancies. When submitted for other occupancies, contact the Village Clerk for additional application requirements.

10. APPLICATION REVIEW AND FEES

Application must be filled in completely and submitted to the Village Clerk at the Village Office. Following a complete submittal, application review can be expected to take from one to two weeks. If applicant has any question on the process, he should contact the Village Clerk at 695-3808.

11. OWNER'S CERTIFICATION

I HEREBY CERTIFY THAT I HAVE READ THE INSTRUCTIONS AND EXAMINED THIS APPLICATION AND KNOWN THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES COVERING THIS TYPE OF WORK WILL BE COMPLIED WITH, WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOSE NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



Residential house plans submitted for review must contain the following requirements in addition to standard engineering requirements normally found on all plans. Any omission of these requirements can result in a disapproval of such plans.

- (1) Window schedule: show brand, type, square footage of clear glass and ventilation, and egress dimensions.
- (2) Cross section through all stairs showing:
  - (a) Riser height.
  - (b) Tread width.
  - (c) Handrails: height, location, width between, clearance to wall.
  - (d) Headroom.
  - (e) Landings.
  - (f) Lighting.
- (3) Elevations of all sides.
- (4) Sections through all areas.
- (5) Truss specifications with bracing schedule from design engineer.
- (6) Location and size of all headers and lintels.
- (7) Typical interior framing and finishes.
- (8) Compliance with New York State Energy Code.
- (9) Firestopping: materials and location.
- (10) Plot Plan
- (11) Water & Septic