

**Dan Maciag**  
Codes Enforcement Officer  
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**TOWN OF VERONA**  
**Building Permit Application**  
6600 Germany Road  
Durhamville, NY 13054

Scott Musacchio  
Town Supervisor  
Phone: 315.363.6799  
supervisor@veronany.gov

Applications hereby made to the Codes Enforcement Office for the issuance of a Building Permit pursuant to the N.Y.S. Fire Prevention and Building Code for the construction of buildings, additions, or alterations, as per Part 442. The applicant or owner agrees to comply with all the applicable laws, ordinances, regulations, and all conditions expressed within this application which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections.

Please read the application instructions carefully, complete all parts and include building plans and detailed plot diagram. New York State requires that plans be stamped and signed by a N.Y. Licensed Architect or P.E. if there is more than 1500 square feet of habitable space, or if the cost of the building, addition, or alteration exceeds \$20,000, or if the building, addition, or alteration will influence either structural or public safety. The plans will have to be certified that they conform to N.Y. State Energy Code.

All septic system work must comply with N.Y. State Health Department regulations. Applications that include a new septic system will have to show the new system within the plot diagram. A perc test and a septic design must accompany the application and be signed by a N.Y. Licensed Architect or P.E.

*A 72-hour notice for an inspection of a septic system prior to back filling.*

All Municipal water and sewer hookups must contact the Water Department for permits and approvals and a copy of the building permit shall be submitted for their approval.

**INSTRUCTIONS**

- This application **must** be completely filled out in ink and submitted to the Codes Enforcement Office.
- Plot plan showing location of a lot and of building on premises, relationship to adjoining premises or public streets or areas and giving detailed description of layout of property must be drawn, which is part of this application.
- This application must be accompanied by two (2) sets of plans showing proposed construction. One set if they are stamped blue prints.
- The work covered by this application may not commence prior to the issuance of a building permit. A building permit authorizes the commencement and completion of work in accordance with this application, plans and specifications on which it is based for a period of 12 months after the date of issuance. For good cause the Codes Enforcement Officer may allow such extension of time, as he may deem reasonable. Where the work described in the application, plans and specifications is not complete within the period allowed by the permit and any extension thereof, the Codes Enforcement Officer may order the owner of the premises to remove any structure and fill any excavation which he shall deem detrimental to public health, safety, general welfare or causes blight.
- Building permit and approved plans shall be kept on the premises, and be available for inspection throughout the progress of work.
- No Building **SHALL BE OCCUPIED OR USED** until a **CERTIFICATE OF OCCUPANCY** has been issued.
- Any deviation from the approved plans must be authorized, the approval of the revised plans are subject to the same procedure established for the examination of the original plans.

## **Building Permit Application**

Date \_\_\_\_\_

Permit No. \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Owner (If Different than Applicant) \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

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

Contractor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name of Compensation or General Liability Carrier \_\_\_\_\_

Policy No. \_\_\_\_\_

Project Location: City/Town/Village \_\_\_\_\_

Street \_\_\_\_\_ Tax Map No. \_\_\_\_\_

Nature of Work (check all that apply)

☐ new home ☐ addition ☐ alteration (kitchen, bath, furnace) ☐ deck ☐ demolition

☐ fence ☐ garage ☐ manufactured home ☐ mobile home ☐ shed ☐ swimming pool

☐ woodstove or fireplace only ☐ other (specify) \_\_\_\_\_

Basement Type ☐ slab ☐ pier ☐ crawl space ☐ partial ☐ full ☐ finished

Sewage Disposal ☐ new ☐ existing

Which method ☐ septic ☐ municipal (contact Water Dept for hook up)

If applicable, attach Local or County Health Department approval.

Water Supply ☐ new well ☐ existing well ☐ spring ☐ municipal (contact Water Dept for hook up)

Flood Plain site ☐ is (or) ☐ is not, within a flood plain

Wetland site ☐ is (or) ☐ is not, in a designated wetland

HVAC System ☐ electric ☐ oil ☐ gas ☐ warm air ☐ baseboard ☐ central air

☐ heat pump ☐ wood ☐ fireplace/type \_\_\_\_\_

☐ other (specify) \_\_\_\_\_

Dimensions \_\_\_\_\_ lot size \_\_\_\_\_ existing building size \_\_\_\_\_ new building size

Setbacks \_\_\_\_\_ front \_\_\_\_\_ right side \_\_\_\_\_ left side \_\_\_\_\_ rear

Estimated Costs \$ \_\_\_\_\_ Total Square Footage \_\_\_\_\_

Describe the type of work to be done: \_\_\_\_\_

\_\_\_\_\_

### Electrical Inspections

Electrical work must be inspected. The contractor/owner is responsible for the cost and filing the necessary application. You may use any N.Y.S. Licensed Electrical Inspector.

No Certificate of Occupancy will be issued until electrical work has been inspected and approved.

**NOTE: Inspections are required at the following schedule.**

#### YOU MUST CALL FOR INSPECTIONS

1. Footings before pouring concrete.
2. Foundation inspection before backfill.
3. Framing, plumbing, heating, electrical, and insulation inspections before closing in.
4. When all work is complete, final inspection is required.

**No occupancy of building is permitted without a Certificate of Occupancy being issued.**

**Applicant 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 of work will be complied 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 Owner, or Applicant

\_\_\_\_\_  
Date

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The application of \_\_\_\_\_ dated \_\_\_\_\_, 20\_\_\_\_  
is hereby approved (disapproved) and permission granted (refused) for the construction, reconstruction, or  
alteration of a building and/or accessory structure as set forth above.

Reason for refusal of permit: \_\_\_\_\_

\_\_\_\_\_  
Codes Enforcement Officer

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Permit No. \_\_\_\_\_

**Building Permit - Residential**

Additions, Remodels, Decks, Driveways, Fences, Sheds, Swimming Pools, Residential solar roof mounted / ground mounted, ext.

APPLICATION FEE	\$35.00	\$ _____
SQ. FOOTAGE / \$7.00 PER 100 SQ. FT. _____		\$ _____
INSPECTIONS _____ X \$65.00		\$ _____
CERTIFICATE OF OCCUPANCY/Compliance	\$100.00	\$ _____
DEMOLITION	\$100.00	\$ _____
MISC. PROJECTS _____		\$ _____
SEPTIC / SEPTIC REPAIRS	\$100.00	\$ _____
TOTAL FEE		\$ _____

**Building Permit - Commercial**

APPLICATION FEE	\$200.00
SQ. FOOTAGE / \$250.00 PER 1,000 SQ. FT. _____	\$ _____
INSPECTIONS _____ x \$65.00	\$ _____
CERTIFICATE OF OCCUPANCY	\$200.00
Commercial Solar Projects	\$ _____
TOTAL FEE \$ _____	

**NOTE: This Building Permit expires one (1) year from date of issuance.**

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Check # \_\_\_\_\_ Money Order # \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_  
(last 4 digits)

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date