

Town of Burns

Town of Burns
87 Main Street
Canaseraga, NY 14822
607-545-6509

Date Recd: _____
Fee Pd.: _____
How Pd: _____
Recd.by: _____
Permit #: _____

Code Enforcement Officer:
Samantha Testani
codes@townofburnsnny.com

Building Permit Application

Review all pages.

The application will be processed when all required documents and fees are submitted.

Identification.

Owner Name _____ Phone#: _____
Mailing Address: _____

Project Location

Fire #: _____ Road Name: _____
Nearest Cross Road: _____
Parcel Tax Map #: _____

Contractor Information

Name: _____ Phone#: _____
Mailing Address: _____

Must include proof of Contractor's Worker's Compensation & Liability Insurance with application

Type of Construction Or Improvement

Comm. Bldg. Family Dwelling Shed Garage Pool Demolition-must include asbestos survey

Sign Siding Roof Deck Fence Addition Alteration Heating System Wood/Pellet Stove

Interior Renovation Replacement Windows Fire Repair Porch Water Heater Alarm System

Manufactured Home Multiple Family Residence. Change of Use of Bldg. Electrical up-grade

Sprinkler System Accessory Structure Plumbing up-grade Septic System, new or replacement

Other, please describe _____

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Total value of construction-Must include labor allowance \$_____

Typical construction in NYS is: Residential-\$110 sq.ft. Non-Residential-\$50 Sq.ft. Commercial \$135 per sq. Ft.

ADDITIONAL REQUIREMENTS ONLY IF CONSTRUCTING A NEW STRUCTURE OR PLACING A MANUFACTURED HOME

Must provide energy code compliance-Rescheck or Commcheck documentation if you heat bldg..

Must provide a NYS Registered Engineer or Architect Stamped plans to include, but not limited to: foundation type, framing type, all building systems including heating, electrical and plumbing, total square footage, number of baths, number of stories, insulation, length and width, elevations, etc.

Must include a copy of tax map or survey showing location of all structures on lot with all setbacks clearly identified location of septic system, and names of all adjoining property owners.

Must include a statement on plans that "All work will comply with the New York State Uniform Code and the Energy Code of NY"

Architect/Engineer Name_____Phone#_____

Additional information required for Manufactured Home: All manufactured homes must have an Installer's Warranty Seal placed on the inside of the master bedroom closet door. A building permit will not be issued without knowing that the installer is certified to affix such a seal.

Please provide a copy of the Installer's Certification from NYS Dept. of State.

Must also provide a copy of the Engineer's STAMPED Plans for the foundation system. home, along with Make, Model and year of home.

Additional Requirements For:

Interior Renovation//Alteration//Windows//Fire Repair

If work is less than \$20,000, you need to supply a drawing (need not be to scale) showing area of work and type of work, I>E> size and location of joists, studs, rafters, windows, doors, piping, fire exits, etc.

If addition increases the TOTAL square footage of structure to exceed 1500 sq. ft, you need to supply a copy of the Engineer's or Architect's STAMPED plans.

If doing gas piping or electrical work-these will need to be inspected by utility-approved Inspectors, and you need to supply a copy of their inspection after installation to the Building Inspector. They may charge for these inspections and those fees are your responsibility.

Must include a copy of tax map or survey showing location of all structures on lot with all setbacks clearly identified, location of septic system, and names of all adjoining property owners.

Additional Requirements for:

Sign//Pool//Fence//Shed//Deck//Garage//Demolition

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Must include a copy of tax map or survey showing location of all structures on lot with all set-backs clearly identified, location of septic system, and names of all adjoining property owners. Must provide a drawing (need not be to scale) showing area of work and type of work, I.E., size and location of item, type of construction, depth of footers, location of electric service, etc. All Pools or hot tubs **capable** of holding 24" or more of water **must have** an alarm & be surrounded by a fence a minimum of 48" tall with self-closing gate or shall be enclosed within structure.

Demolition-You must supply a copy of the Asbestos Survey, as required in Code rule 56 if you hire ANY employees or contractors to perform any work or before Fire Department may burn structure.

Additional Requirements For: Septic System-New or Replacement

On-site Wastewater Disposal System (Septic) MUST BE designed by a NYS Registered Engineer or Architect, they must also inspect installation and certify that system was installed as per original design. You shall provide a copy of design print with application to the Building Inspector and copy of engineer's certification letter to the Building Inspector after installation is complete.

Additional Requirements For: Upgrading or Replacing existing Appliance, Covering, or System

Porch, electrical, plumbing, roof, siding, heating system, water heater, etc.

Identify Existing: _____

Identify New: _____

Additional Requirements For All Other Uses:

Change of use of structure:

Current Use: _____

Proposed Use: _____

Sprinkler or Alarm System:

You must provide a copy of Manufacturer Documentation to Building Inspector along with lay out of system. Installers **MUST BE** licensed to perform installation in New York State.

Solid-fuel Burning Device:

Wood // Pellet // Coal // Outdoor unit, etc.:

Include a copy of venting requirements and unit specifications with application

If you will be doing ANY excavating or digging for your projects-Call 1-800-962-7962 at least three days in advance of beginning work. Penalties up to \$7500 plus cost of repairing underground lines if you do not!

Required Inspections

If your project has any of the following elements, you **must** notify the Building/Codes Inspector at least 48 hours in advance of any inspection. **Work shall remain accessible and exposed until inspected and accepted by Building Inspector!**

Footers; Foundation; Preparation for Concrete Slab; Structural Elements; Framing; Insulation and Compliance with Energy Code; Electrical; Plumbing; Septic; Heating; Ventilation, Air-Conditioning System; Fire Resistant Construction; Fire Resistant Penetrations; Solid Fuel Burning Heating Appliances, Chimneys, Flues, or Gas Vents; and Final Inspection after all work authorized by the Building Permit is complete.

Use of the building, item, or project is **not permitted** until after the Final Inspection and Building Inspector has approved work and has issued a Certificate indicating Compliance with NYS Uniform Code.

Checklist

Documents to be included:

Completed Application, Permit Fee, Engineered Plans (if applicable) or Drawings, Contractor's Insurance Documents, Contractor's Job Quote (if available), Manufacturer's Specifications (if applicable), Survey or Plot Plan, Manufactured Home Installer's Certification (if applicable), Asbestos Survey (if applicable), Energy Code Compliance Documentation (if applicable)

Permits required for:

New Construction & Additions, Demolition, Manufactured Home Placement, Shed & Out Buildings, Pools & Hot Tubs, Fences, Roofing & Siding Replacement, Structural Renovations-including Interior Renovations, Decks, Gazebos, Signs, Solid Fuel Burning Appliances, Heating Systems, Sprinklers and Fire/Smoke Alarms, Change of Use of Structure, Septic System.

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Work must begin within six months and a permit is good for **ONE YEAR**. If your projects is to completed within that time, you will need to apply for an extension of time-maximum of two extensions will be allowed.

Note: Plans, application and all supporting documents that you submit to the Building Inspector are considered to be public information. Portions of the information will only be classified as non-public if you provide specific reasons that would lead the Building Inspector to conclude that they are Trade Secrets.

The owner must file any new construction with County of Allegany 911 Center Department at 585-268-5118/5119 to obtain fire number addresses.

See Attached Fee Schedule

I nearby acknowledge that:

I am the owner of the above described property or structure; this information is complete and accurate; that all work will be in conformance with the local laws, ordinances and codes of the Town of Burns; that all work will be in conformance with the Energy Code of New York State; that all work will be in conformance with the Uniform Code of New York State; I understand this is an application and not the actual permit and work is to to commence without first obtaining such permit; I give Legal Consent to the Building Inspector to perform all required inspections during normal business hours; that no work will be enclosed or concealed unless Building Inspector gives authorization to do so; that I will not use the property or structure illegally or for purposes other than those listed on this application, offering a false instrument for filing in the first degree is a class E felony.

Signature:_____ **Date:**_____

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