TOWN OF DAY

Dear Applicant:

Enclosed is a Building Permit Application Form. This application must be completely filled in and submitted with a complete list of materials, building plans, and plot plan to the Town of Day Building Department.

The work covered by this permit may not begin before a building permit has been issued.

All applicants must obtain all necessary New York State permits and approvals (A.P.A., DEC, Board of Health, etc...) when needed.

Upon approval of this application, the Town of Day Building Department will issue a building permit to the applicant. The permit and a set of building plans shall be kept on the premises, and be available for inspection throughout the progress of work.

No building shall be occupied in whole or in part for any purpose until an applicant receives a Certificate of Occupancy.

The permit fee must be submitted with the complete application.

If you have questions concerning the application, please contact the Code Enforcement Officer.

Kenneth J. Metzler
1650 N. Shore Rd. Hadley (Day), New York 12835
(518)696-3789 ext.3 fax (518)696-5391

BUILDING PERMIT APPLICATION

1 . **PERMIT APPLICANT**

NAME:_____

MAILING ADDRESS:_____

_____

PHONE:(_____)_____

2. **PROPERTY OWNER** *(If different from applicant)*

NAME:_____

MAILING ADDRESS:_____

_____

PHONE:(_____)_____

3. **PROJECT LOCATION**

STREET ADDRESS:_____

TAX PARCEL ID:_____

4. **ARCHITECT OR ENGINEER OF RECORD**

NAME:_____ PHONE:(____)_____

MAILING ADDRESS:_____

_____

5.**PRIME CONTRACTOR**

NAME:_____ PHONE:(____)_____

MAILING ADDRESS:_____

_____

6. **CONTRACTOR INSURANCE:**

A. WORKMAN'S COMPENSATION	YES( )	NO( )	NA( )
B. DISABILITY BENEFITS	YES( )	NO( )	NA( )

7.**PROJECT COST**: $_____

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8. **TYPE OF WORK**_____
(addition, house, garage, mobile home. Please include size)

9. **SITE INFORMATION**
FRONT YARD SET BACK_____ REAR YARD_____

RIGHT SIDE_____ LEFT SIDE_____

10. **SEPTIC SYSTEM**
PREEXISTING_____ NEW_____

TANK SIZE_____ GAL. LEACH FIELD_____ LEACH TANK_____

11. **HEAT SOURCE**_____ **TYPE OF FUEL**_____
(hot air, hot water, wood stove) (oil, gas, electric, wood)

12. **Other**

A. The applicant will notify the Department of any changes in the information contained in the application during the period for which the permit is in effect. 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 Building Code.

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 Building 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 (1) year from the date of issuance or upon the issuance of a Certificate of Occupancy, whichever comes first. The permit may be renewed for successive one-year periods at a cost of $35.00.

1 3. **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 completed 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 the performance of construction.

Owner/Authorized Agent_____ **Date**_____

1 4. **Submission**

A set of plans (including site and landscaping, elevations, sections, details, plumbing, dimensions and schedules) and specifications describing the proposed work are to be submitted with each application. All plans and specifications shall be in accordance with the State Education Law, Section 7307, and 7209. This Law requires that the seal and signature of a license architect or professional engineer be affixed to all plans submitted except residential buildings under 1500 square feet of living area.