

Town of Ephratah

APPLICATION FOR A BUILDING PERMIT



Town of Ephratah
Code Enforcement Office
3782 State Highway 10
Saint Johnsville NY 13452

Office (518) 762-1251
Home (518) 928-9360
Fax (518) 762-3358
Email Devon_p@frontiernet.net

Dear Applicant,

Enclosed are the building permit application forms required in accordance with the application procedure regulations contained in Title 19 of the Official Compilation of Codes, Rules and Regulations of the State of New York and Chapter 80 of The Town of Ephratah Code, of which copies are available upon request.

A permit will only be issued when it is determined that the application and all supplemental forms are complete and the proposed work conforms to applicable requirements of the New York State Fire Prevention and Building codes as well as local codes. Additional forms that maybe required, but not limited to, are:

- Engineered drawing for new or modified structures or structural items (ie. trusses)
- Septic systems
- Planning board approval
- Land surveyor details
- Energy conservation code compliance (RESchek, COMchek)

Any questions concerning these procedures or application forms should be directed to the Code Enforcement Official (CEO). A pre-construction meeting is recommended with the CEO prior to the issuing of any building permit. Please contact the CEO at one of the above listed numbers (leave a message) to schedule a meeting and/or obtain an application.

All applicable areas including supplemental sheets will be completed before applications will be considered for approval. All electrical permit charges are to be paid to the electrical inspector.

Undertaking any construction activity that requires a building permit prior to obtaining such a permit is prohibited. In considering what action to take in specific cases, the CEO will evaluate violations based on prior experience with the individual(s) and other relevant factors

Sincerely
Devon Percival
Code Enforcement Officer

Town of Ephratah

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1. Owners Identification:

Owners Name: _____

Address: _____

City/State/Zip _____ Phone Number: _____

Project Location if different than above:

Address: _____

City/State/Zip _____

Tax Map Number/SBL: _____

Current Use of the property/building: _____

Proposed use of property/building: _____

Applicant is (Check one or more) Owner ___ Builder ___ Other (specify) _____

2. Homeowner is Performing work: **Yes \ No** (if yes skip 2a) Contractor Performing work: **Yes \ No** (if yes fill 2a)

2a: Contractor Information

Contractor's Name: _____ Phone Number: _____

Address: _____

City/State/Zip: _____

Wages are being paid for performance of work: **Yes \ No**

If yes, attach a copy of the Certificate for Worker's Compensation and Disability insurance or an exemption form CE-200

3. Nature of Work (circle all that apply):

New Home Demolition Garage Modification of Garage Shed Modification of Shed
Drilled Well Addition to house swimming pool Roof Replacement Roof Repair
Structural Repair Modular Home Mobile Home Modification to House New Deck
Repair/Rebuild of Existing Deck Heating/Cooling System Change of Use

4. Septic System: New ___ Upgrade/replacement ___ No Change ___ (Engineered Plans required for new/replacement systems)

5. Water Supply: Existing Well ___ Drilled Well ___ Dug Well ___ Municipal water supply ___

6. Flood Plain / Wetland Status. Flood Plain **Yes \ No** Wetland **Yes \ No**

7. Heating and cooling system (check all that apply):

LP Boiler ___ Nat Gas Boiler ___ LP Forced Air ___ Nat Gas Forced Air ___ Oil Forced Air ___ Central A/C ___
In Floor radiant ___ Electric baseboard ___ Hydronic Baseboard ___ Electric Forced Air ___ Wood boiler ___
Wood Stove ___ Pellet Stove ___ Coal Stove ___ Ground Source Heat pump ___

Permit: Approve / Denied Permit Number: _____ Permit issue date: _____

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8. The Education Law requiring drawings to bear the seal of a NYS registered Architect or Licensed Professional Engineer are both based on the proposed building size expressed in square feet. To determine square footage, use outside dimensions and include areas of habitable basements and all above grade floor levels except non-habitable attics. Do not include areas of attached or detached garages or carports. If the area of the new residential building is greater than 1,500 square feet or if the cost of the alteration or addition exceeds \$20,000.00 or if the addition or alteration will have an effect on either structural or public safety, plans submitted must bear the original seal and signature of a NYS Licensed Professional Engineer or Registered Architect as provided for in section 7307 and 7209 of the NYS Education Law.

9. Electrical Inspections must be performed by a NYS Licensed Electrical Inspector and a copy of their inspection report must be submitted to Code Official. Scheduling of electrical inspections is the applicant's responsibility and any fee for such inspections paid directly to the Electrical Inspector by the applicant.

10. Permit renewal is required after 1 year of original permits issuance if work is not complete. Permit renewal is valid for 1 year. Any work not completed after permit renewal expires will require a new permit application and the applicable fees in place at that time.

Please contact Code Enforcement Official because a permit may be required for work not listed above.

IMPORTANT NOTICES: READ BEFORE SIGNING:

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Office and must conform to the New York State Uniform Fire Prevention and Building Code, the Code of Ordinances for the Town of Ephratah and all other applicable codes, rules or regulations as stated.
2. It is the owner's responsibility to contact the Code Enforcement Officer (*leave a message*) at least 48 hours before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will eventually be covered from visual inspection by additional work (i.e. electrical work later to be covered by wall).

**DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION
IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED.**

Otherwise work may have to be removed at the owner or contractor's expense to conduct the interior inspection. Close coordination with the Code Enforcement Office will greatly reduce this possibility.

3. New York State law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Worker's Compensation and Disability Insurance certificates are attached to this application or are on file with the code officer. If the contractor believes he/she is exempt from the requirements to provide Worker's Compensation and/or Disability Benefits, the contractor must complete form CE-200
4. If a certificate of Occupancy is required, the structure shall **not be occupied** until said certificate has been issued.
5. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.
6. This permit does not include any privilege of encroachment in, over, under, or upon any city street or right-of-way.
7. The building permit card must be displayed so as to be visible from the street nearest to the site of the work being conducted.

I, _____, the above named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm under penalty of perjury that all statements made by me on this application are true.

Signature of Authorized Applicant

Date