

Town of Ephratah

Code Enforcement Office
3782 State Highway 10
Saint Johnsville NY 13452

David C. Rackmyre Jr.
Code Enforcement Official

Office (518) 762-1251
Home (518) 568-5140
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Dear Applicant,

Enclosed are 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.

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

David C. Rackmyre Jr.
Code Enforcement Official

Town of Ephratah APPLICATION FOR A BUILDING PERMIT

NOTE: AN INCOMPLETE APPLICATION MAY BE DELAY THE TIMELY ISSUANCE OF YOUR PERMIT. PLEASE ENTER N/A IF A SECTION IS NOT APPLICABLE. ONE SET OF PLANS AND SPECIFICATIONS MUST BE SUBMITTED WITH THE APPLICATION.

PART 1: GENERAL INFORMATION

1a. Owners Identification:

Owners Name: _____

Address: _____

City/State/Zip _____ Phone Number: _____

Project Location if different than above:

Number and Street Address: _____

Tax Map Number: _____

Current Use of the property/building: _____

Proposed use of property/building: _____

1b. Applicant is (Check one or more) ___ Owner; ___ Builder; ___ Other (specify) _____

2 a. Contractor's Name: _____ Phone Number: _____

b. Mailing Address: _____

c. 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 WC?DB 100 or 101

3. Nature of Work (check all that apply)

- a. ___ New Home e. ___ Addition i. ___ Alteration (Bath, Kitchen, Furnace electrical, etc.)
 b. ___ Demolition f. ___ Swimming Pool
 c. ___ Garage g. ___ Roof replacement
 d. ___ Shed h. ___ Manufactured Home j. ___ Wood stove or fireplace only k. ___ Deck
 l. ___ Well

4. Sewage Disposal a. ___ New; ___ Existing; b. Engineered Plans required for new systems

5. Water Supply a. ___ New Well; b. ___ Existing Well; c. ___ Municipal water supply

6. a. Flood Plain. Site ___ is ___ is not within a flood plain.

b. Wetland. Site ___ is ___ is not within in a designated wetland

7. Heating System ___ Electric; ___ Oil; ___ Warm Air; ___ Baseboard
 ___ Heat Pump; ___ Separate air conditioning;
 ___ Wood; ___ Wood with electric backup; ___ Other

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.

9. 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.

10. 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.

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.

APPLICATION FOR A BUILDING PERMIT cont.

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 of the Town of Ephratah and all other applicable codes, rules or regulations.
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. **OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICE TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON WORK-RELATED VIOLATIONS WHICH ARE READILY DISCERNABLE FROM SUCH INSPECTION(S)**
4. 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 C-105.21
5. If a certificate of Occupancy is required, the structure shall **not be occupied** until said certificate has been issued.
6. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.
7. This permit does not include any privilege of encroachment in, over, under, or upon any city street or right-of-way.
8. 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.
