

Tax Map # _____

Permit # _____

TOWN OF GROVE

Application for a Building/Zoning Permit

*Note: An incomplete application may delay the timely issuance of your permit.
Please enter N/A if a section is not applicable*

PART 1: GENERAL INFORMATION

1. Owner Identification:

Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

2. Project Location and Information:

Applicant's Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

3. Type of Construction or Improvement:

New Building - Proposed use is: _____
 Conversion - Current use is: _____ Proposed use is: _____
 Addition Alteration Repair/Replacement Relocation Demolition Misc. Structure or Equipment Unmarked structural Lumber to be used

4. Description of Project: _____

5. Estimated Project Cost:

Contractor's estimate for the work to be performed: _____ If the work is to be performed by the homeowner: _____

Part 2: DESIGNERS AND CONTRACTORS

1. Architect/Engineer:

Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

2. General Contractor:

Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

3. Electrical Contractor:

Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

4. Plumbing Contractor:

Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

5. Mechanical Contractor:

Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

6. Contractor:

Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

Continue on Page 2: Do not write below this line - Official Use Only

Special approval needed by: Planning Board Zoning Board Historic Review Board Other (Specify) _____

Planning Board Recommendations

Date: _____ Attest: _____
Chair: _____
Member: _____
Member: _____
Member: _____
Member: _____

Action Taken by Zoning Board of Appeals

Date: _____ Attest: _____
Chair: _____
Member: _____
Member: _____
Member: _____
Member: _____

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PART 3: PROJECT LOCATION AND DETAILS

Please include a set of plans or a drawing of the project. The drawing must include the following:

1. Location of the proposed structure or addition showing the number of stories and all exterior dimensions;
2. The distance of the proposal from all lot lines;
3. The distance of the proposal from any structure including neighboring structures;
4. The depth of the proposed foundations or footers;
5. The maximum percentage of the lot to be covered by the building(s);
6. **Addition** will be used as: Family Room Kitchen Full Bath Half Bath Bedroom Living Room Den Other: _____
7. **Basement:** Full Partial Crawl Pier Slab
8. **Garage:** Attached Detached
9. **Utilities:** Electric Gas Other _____
10. **Deck/Porch:** Open Covered Enclosed Screened Other _____
11. Site within a Flood Plain: Yes No
12. Sewage Disposal System Approved: No Yes; (Attach copy of Approved County Permit)
13. Water Supply: Public Private; Tested Yes No

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 Grove, and all other applicable codes, rules or regulations.
2. It is the owner's responsibility to contact the Code Enforcement Office at 585-468-5177 (Mon, Tues, Thurs, or Fri, 9am - 11am at least 24 hours before the owner wishes to have an inspection conducted. 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 a wall.

DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION UNTIL THE PREVIOUS STEP HAS BEEN INSPECTED AND COUNTERSIGNED BY THE CODE ENFORCEMENT OFFICER.

Otherwise, work may need 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.

	<u>CEO</u>	<u>Date</u>		<u>CEO</u>	<u>Date</u>
<input type="checkbox"/> Footings or holes before pouring	_____	_____	<input type="checkbox"/> Plumbing before enclosing	_____	_____
<input type="checkbox"/> Foundation before backfill	_____	_____	<input type="checkbox"/> Heating/ventilation A/C before enclosing	_____	_____
<input type="checkbox"/> Framing before enclosing	_____	_____	<input type="checkbox"/> Insulation before enclosing	_____	_____
<input type="checkbox"/> Electrical before enclosing	_____	_____	<input type="checkbox"/> Final Inspection	_____	_____

3. OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICER TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDE 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 DISCERNIBLE 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 Bureau of Fire Prevention and Inspection Services. 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, attached hereto.
5. If a Certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued.
6. A Certificate of Occupancy or Compliance will be issued on all projects after full compliance and final inspection.
7. Work undertaken pursuant to this permit is conditioned upon, and subject to, any state and federal regulations relating to asbestos material.
8. This permit does not include any privilege of encroachment in, over, under, or upon any town, county, or state road right-of-way.
9. The building permit card must be displayed so as to be visible from the road or street nearest to the site of the work being conducted.
10. This building permit shall expire six months from the date of issuance, or upon issuance of a C of O. The permit may, upon written request, be renewed for two 3-month periods provided that (1) the permit has not been revoked or suspended at the time application for renewal is made; (2) the relevant information in the application is up to date. If further extension is needed, a renewal fee will be required.
11. Building permits become null and void unless construction has been started within sixty (60) days of the date of issuance.
12. In issuance of the permit, the Town assumes no responsibility regarding the performance or quality of work, except as provided by law.

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, and that I am duly authorized to make and file this application.

Signature _____ Date _____

----- CEO USE ONLY -----

Approved: _____ Date _____
Code Enforcement Officer

Nature of Work: _____ Fee: \$ _____

Nature of Work: _____ Fee: \$ _____ Total: \$ _____