**TOWN OF STARK BUILDING PERMIT APPLICATION**

ALL BUILDING PERMITS ARE GOOD FOR ONE YEAR

Please fill out ALL necessary pages in this application

The permit application includes the following:

Instructions Cover Page

Information Pages 1 & 2

Plans Page 3

Fees and Application Certification Pages 4 & 5

Also Attached: Worker’s Compensation and Disability Insurance Information.

PLEASE FILL OUT ALL NECESSARY FORMS

A) No building or structure shall be erected, added to, or structurally altered until a permit has been issued by the code officer.

B) All fees are to be paid by check or money order, and payable to Town of Stark Town Clerk.

C) One set of building plans, specifications, and plot plans must be submitted.

D) The plot plan must show the actual dimensions of the lot to be built on. Clearly and distinctively show location of all buildings whether existing or proposed and the relationship to adjoining premises, showing all easements, names of streets or public areas, indicating all set back dimensions from all property lines. A land survey may be submitted or requested. A swimming pool is considered a structure.

E) It will be a requirement of the owner or contractor to notify the Codes Officer when the work will begin. After the first inspection, the Code Officer will then let the owner or the contractor know when the next inspection will be. If not called, a stop work order will be issued, and all work will stop.

F) The work covered by the application may not begin before the issuance of a **building permit.**

G) Upon the approval of this application by the Code Officer, a building permit will be issued to the applicant when payment has been received. Such permit must be displayed on the premises available for inspection throughout the process of work.

H) Final inspection is necessary before Certificate of Occupancy is issued. Final inspection is also required for a Certificate of Completion. No occupancy of a building can take place without approval of the Code Officer.

I) Any deviation from the original plans must be authorized by approval of revised plans subject to the same procedures established for the examination of the original plans. An additional permit fee is also charged determined by the extent of the variation of the original plans.

J) Installations, alterations and repairs to residential and commercial premises, materials, assemblies and equipment utilized in connection with building, must be reasonably safe to persons and property, and in conformity with applicable statutes of the State of New York, and orders, rules, and regulations issued by the Codes Enforcing Authority. Conformity of such works, materials, assemblies or equipment with the applicable requirements of the New York State Uniform Code is required and it is the responsibility of the applicant to be versed in this code and acquire the permit.

**TOWN OF STARK CODES DEPARTMENT**

Mr. Philip Green, Code Officer/Building Inspector

Phone 315-868-7553 EMAIL: [PGREEN@CITYOFLITTLEFALLS.NET](mailto:PGREEN@CITYOFLITTLEFALLS.NET)

**BUILDING PERMIT APPLICATION**

**FOR RESIDENTIAL, COMMERCIAL AND MULTI-RESIDENTIAL**

**REQUIRED:** Certified drawings and specifications stamped by a licensed architect or engineer, with their seal and signature with a completed application for all new additions, garages, homes and commercial structures over 1500 square feet or $10,000.00.

1. PROJECT LOCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. TAX MAP NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. APPLICANT OWNER (if different from applicant)

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant is (check one or more)\_\_\_\_Owner\_\_\_\_\_Builder/Contractor\_\_\_\_\_Other(specify)\_\_\_\_\_\_\_\_\_

**PROPOSED CONTRUCTION WORK TO BE DONE** (Check all that applies):

A.\_\_\_\_NEW HOME B.\_\_\_\_ADDITION C.\_\_\_\_DECK D\_\_\_\_GARAGE E.\_\_\_\_PORCH

F\_\_\_\_\_Demolition G\_\_\_\_\_Fence H\_\_\_\_SIGNS I\_\_\_\_\_REMODEL J\_\_\_\_\_RETAINING WALL

K\_\_\_\_ELECTRICAL L\_\_\_\_CHIMNEY M\_\_\_\_COMMERCIAL STRUCT N\_\_\_\_ALTERATIONS

O\_\_\_\_SWIMMING POOL (Above or below ground) P\_\_\_\_FUEL FIRED APPLIANCES(Wood, gas etc)

Q\_\_\_\_CERTIFICATE OF OCCUPANCY

4. Construction information: \_\_\_\_\_Residential \_\_\_\_\_Commercial

Construction Cost:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Square Footage\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. stories:\_\_\_\_\_ No. Rooms\_\_\_\_\_ No Bedrooms\_\_\_\_\_\_ No Baths\_\_\_\_\_

Garage\_\_\_\_\_\_\_\_\_\_sq/ft No Garage Stalls\_\_\_\_\_\_\_\_\_\_

5. Sewage Disposal: \_\_\_\_\_New \_\_\_\_\_Existing \_\_\_\_\_Septic\*\*\*

\*\*\*(If applicable, attach Health Department Plans and Approval)

6. Water Supply: \_\_\_\_\_New \_\_\_\_\_Existing \_\_\_\_\_Municipal Water

7. Heating System \_\_\_\_\_Electric \_\_\_\_\_Oil \_\_\_\_\_Wood/Corn/Pellet

\_\_\_\_\_Forced Hot Air \_\_\_\_\_Hot Water Baseboard \_\_\_\_\_Heat Pump

\_\_\_\_\_Other (explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. \_\_\_\_\_The area of the new residential building is greater than 1500 square feet or

\_\_\_\_\_if the cost of the alteration or addition exceeds $10,000.00 or

\_\_\_\_\_if the addition or alteration will have an effect on either structural or public safety, then the 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 New York State Education Law.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_RA \_\_\_\_\_PE

License No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Work Covered by this application has been started or completed.

\_\_\_\_\_Yes \_\_\_\_\_No (If yes, attach a written explanation or write in space below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DRAW PLANS BELOW**

**OR**

**SUBMIT SEPARATELY**

Use Ink

Show all lot lines

Show all pertinent streets

Show adjoining property owners and distances to any buildings

Show all property line set backs and right-of-ways.

**The undersigned hereby certifies that the description, facts and plans set forth herein**

**or herewith are correct and true and will be adhered to.**

DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMMERCIAL, RESIDENTIAL AND MULTI RESEDENTIAL FEES**

The fees that must accompany this permit application and the provisions in the education law requiring drawings to bear the seal of a NYS Registered Architect or Professional Engineer are both based on the proposed site expressed in square feet. To determine the square footage, use outside dimensions and include the habitable space of the basement.

**FEE SCHEDULE**

Residential Structures (single family dwelling) $00.15/sq. ft. (minimum fee $100)

Additions $00.15/sq. ft.

Factory Manufactured Homes $00.15/sq. ft.

Non-Habitable Structures (garages, storage, etc.) $00.06/sq. ft. ($35.00 minimum fee)

Multiple Family Dwellings $00.20/sq. ft.

Commercial Structures $100.00 to 5,000 sq. ft.$2.00/100 sq. ft.

All of the above has a minimum charge of $25.00.

Additional Charges for Commercial Wind, Solar, telecommunications,

**FEE SCHEDULE FOR SPECIFIC ITEMS**

Mobile Homes (single wide) $50.00 Septic System $50.00

Mobile Homes (double wide) $0.15/sq.ft. Heating Systems $25.00

Remodeling without altering structure $25.00 Enclosed Porch $25.00

Solid fuel appliances and chimneys $25.00 Certificate of Occupancy $50.00

Decks $25.00 Certificate of Compliance $50.00

Non-Agricultural Fence $35.00 Swimming Pool (fence incld) $25.00

Junkyard Permit $50.00 Junk Car Application $50.00

Annual Permit Renewal (each) $25.00

Certificate of Occupancy or Certificate of Compliance (with unexpired permit) no charge.

All agricultural buildings require a permit. No fee is charged for agriculture buildings, structures alterations or additions. Inspections may be required. Qualifications for Agriculture exemption may be requested.

**DEMOLITION FEES**

Residential $50.00 Commercial $100.00 Barns or Garages $25.00

**FEES DUE**

Structure size (in square feet)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Multiplier (amount per square foot)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other (set fee or minimum Charge)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Due\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(please make check payable to Stark Town Clerk) Method of payment \_\_\_\_\_Check\_\_\_\_\_\_Money Order

**APPLICANTS CERTIFICATION**

I hereby certify that I have read the instructions and building requirements, and have examined this application and know the information contained herein is true and correct. All provisions of the laws and ordinances covering this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any federal, state or local law, or any other rule or regulation that regulates construction, land use or performance of construction. All work shall be executed in strict compliance with the permit application, approved plans and the Uniform Fire Prevention and Building Code.

Name of Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Code Enforcement Officer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_