

VILLAGE OF MALONE
APPLICATION FOR A BUILDING PERMIT

NO: _____

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. Project Location and Information

Number and Street Address: _____

Tax Map Number: _____

Current use of the property/building: _____

Proposed use of the property/building: _____

2. Owner Identification

Owner's Name: _____

Address of owner: _____

City, State, Zip: _____

3. Type of Construction or improvement

Construction Material _____

New Building – Proposed use is _____

Conversion – Current Use is _____ Proposed use is _____

Addition Alteration Repair/Replacement Relocation Demolition Misc. Structure or Equip

4. Description of Project _____

5. Estimated Project Cost:

Contractor's estimate for the work to be performed: _____ Fee _____

If the work is to be performed by the homeowner: _____

CONTINUE ON PAGE TWO: DO NOT WRITE BELOW THIS LINE – OFFICIAL USE ONLY

DATE RECEIVED _____ RECEIVED BY _____ APPROVED/DISAPPROVED _____

SPECIAL APPROVAL NEEDED BY: ZONING BOARD PLANNING BOARD HISTORIC REVIEW BOARD OTHER NONE

APPLICATION FOR A BUILDING PERMIT (PG 2)
PART 2: DESIGNERS AND CONTRACTORS

1. **Architect/Engineer:** Name: _____
Address: _____
City, State, Zip: _____
2. **General Contractor:** Name: _____
Phone Number: _____
3. **Electrical Contractor:** Name: _____
Phone Number: _____
4. **Plumbing Contractor:** Name: _____
Phone Number: _____
5. **Mechanical Contractor:** Name: _____
Phone Number: _____
6. _____ **Contractor:** Name: _____
Phone Number: _____
7. **Certificate of Compensation Required:** _____

PART 3: PROJECT LOCATION AND DETAILS

Please attach a sketch or plot plan!

A sketch of the work to be performed must be made a part of this application. The sketch 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 foundation or footers;
5. The maximum percentage of the lot to be covered by building(s);
6. **Addition will be used as:** Family Room; Living Room; Kitchen; Den; Bedroom; Bath; Full-or- Half;
 Other _____
7. **Basement:** Full; Partial; Crawl; Pier; Slab
8. **Garage:** Attached; Detached; **Utilities:** Electric; Gas; Other
9. **Deck/Porch:** Open; Covered; Enclosed; Screened; Other

APPLICATION FOR A BUILDING PERMIT (PG. 3)

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 Village of Malone, and all other applicable codes, rules or regulations.
2. It is the owner's responsibility to contact the Code Enforcement Office at 14 Elm Street (Mon.-Fri. 8:00 am – 3:00 pm) 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 a wall.)

DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED. Otherwise, work may need to be removed at the owner's 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 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. 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 village 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 statement made by me on this application are true.

(Signature) _____

Date: _____

AFFIDAVIT THAT WORKER'S COMPENSATION AND DISABILITY BENEFITS COVERAGE ARE NOT REQUIRED

STATE OF NEW YORK)

COUNTY OF _____) SS:

_____, being duly sworn, deposes and says:

Applicant's Name

1. I reside at _____

(CHECK BOX OPPOSITE EITHER 2 OR 3 AND COMPLETE THAT PARAGRAPH)

2. I have engaged _____ with offices at _____

Name of contractor

to construct a _____

Address

Type of building addition or other work

at _____ which activity requires the issuance of a building permit pursuant

Site address

to the New York State Uniform Fire Prevention and Building Code. Said contractor has advised me that no Worker's Compensation Insurance of Disability Benefits Insurance is required because he/she is an individual owner or partner with no employees and is not a corporation.

OR

3. I have not engaged an employer or any employees as those terms are defined in Section 2 of the Worker's Compensation Law to perform the work personally without employing any employees, or

a. I will be doing the work personally without employing any employees, or

b. The work will be performed for me by _____ who will not receive any compensation from me for performing this work.

4. I make this Affidavit knowing that it will be relied upon by the Building Inspector in insuring compliance with Section 125 of the General Municipal Law of the State of New York. I understand that making a false statement under oath is perjury for which I may be prosecuted.

Applicant's signature

Sworn to before me this _____ day of _____

Notary Public

My commission expires: _____