

TOWN OF LEYDEN

Pole Building Permit Application

ENFORCEMENT OFFICER:

Joseph Pfeiffer Jr.
P. O. Box 251
Boonville, N.Y. 13309
Phone (315) 942-5705
Fax (315) 942-5765
Email inspectorjoe@alm.com

TOWN CLERK:

Janice Dosztan
6606 School Road
Boonville, NY 13309
Phone (315) 942-3444

BUILDING PERMIT # BP _____

DATE ISSUED: _____

ISSUED TO: _____

CLASS OF WORK **NEW** _____ **ADDITION** _____ **ALTERATION** _____

ONCE THE PERMIT IS APPROVED:

- 1) Applicant may proceed with the construction.
- 2) Town inspector must inspect the system before it is covered.
- 3) If there is a violation of the code, the Applicant will receive a Notice of Violation and shall remedy the situation. The inspector must conduct a re-inspection before the system is covered.
- 4) If the violation is not remedied, the applicant will receive a STOP WORK ORDER.
- 5) If the STOP WORK ORDER is ignored, the applicant and / or owner will receive an appearance ticket, reserving the Town any and all legal remedies.
- 6) PROJECT COMPLETED, CERTIFICATE OF OCCUPANCY / COMPLIANCE IS ISSUED.

IF THE PERMIT IS DENIED:

- a) Applicant shall make necessary corrections.
- b) Applicant may resubmit the Building Permit Application.
- c) It shall be the responsibility of the owner, applicant or his agent to inform the inspector that the work is ready for inspection and to schedule such inspection, at least 24 hours in advance.
- d) Then a CERTIFICATE OF OCCUPANCY / COMPLIANCE IS ISSUED.

Permit # _____

Date Issued _____

Dear

Enclosed is the Building Permit that you applied for. The Permit Poster must be prominently displayed on the premises to which it pertains.

This permit is subject to the condition that all construction be in conformance with the information provided on the application and approved plans.

In order to maintain an adequate inspection schedule, please notify this office at each of the following stages as indicated:

- | | |
|--|---|
| <input type="checkbox"/> 1. Footing before pouring concrete. | <input type="checkbox"/> 6. Heating, Ventilation and Air Conditioning before enclosing. |
| <input type="checkbox"/> 2. Foundation before backfill. | <input type="checkbox"/> 7. Other. |
| <input type="checkbox"/> 3. Framing. | |
| <input type="checkbox"/> 4. Insulation before enclosing. | <input type="checkbox"/> 8. Septic System before covering. |
| <input type="checkbox"/> 5. Plumbing before enclosing. | <input type="checkbox"/> 9. Final Inspection |

It is anticipated that inspections for stages 3, 4 and 5 may be combined.

The following certifications will be required in relation to this construction before a Certificate of Occupancy can be issued by this office:

- ☐ 1. Certificate of inspection by an approved 3rd party electrical inspection agency.
- ☐ 2. Truss design papers from truss manufacturer.
- ☐ 3. Other

Sincerely,

Joseph Pfeiffer, Jr.
Town of Leyden
Code Enforcement Officer
P. O. Box 251
Boonville, N. Y. 13309

inspectorioen@aim.com
315-942-5705
315-681-8689

TOWN OF LEYDEN ZONING / BUILDING PERMIT FEE SCHEDULE

Effective January 2009

<u>ZONING PERMIT FEE</u>	\$ 50.00
Site Plan Review (Residential)	\$ 75.00
Site Plan Review (Commercial)	\$ 200.00

<u>ZONING BOARD OF APPEALS FEE</u>	\$ 200.00
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*Residential:

Residential garages, residential additions, storage buildings, Mobile & modular homes	\$ 50.00 base + \$ 0.12 per sq ft
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*Multiple Dwellings / Hotels / Motels:

Up to three (3) units	\$ 200.00 base + \$ 0.12 per sq ft
Additional units	\$ 100.00 each

* Floor area shall not include cellar and non-habitable space, but shall include accessory garages and decks

Wind/Cellular/Telecommunications Towers:

Value up to \$100,000	\$300.00
Value over \$100,000	\$300.00 first \$100,000+ \$2.00 for each additional \$1,000.00 in value

Towers other than those listed above:

Value up to \$100,000	\$150.00
Value over \$100,000	\$150.00 first \$100,000+ \$2.00 for each additional \$1,000.00 in value

Non-residential buildings, structures, additions:

Value up to \$100,000	\$ 150.00 base fee + \$0.12 per sq ft
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Non-residential buildings, structures, additions:

Value over \$100,000	\$ 300.00 base fee + \$0.12 per sq ft
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Swimming pool permit (with or without deck)	\$ 50.00
Solid Fuel Burning Device/Chimney	\$ 50.00
New Septic systems & septic alterations	\$ 50.00
Demolition	\$ 50.00

Occupancy Permit:

If a permit is in effect	NO FEE
If no permit is in effect	\$ 75.00
The first and second Temporary Certificate of Occupancy/Compliance	\$ 15.00 each
The third Temporary Certificate of Occupancy	\$ 50.00

WORK COMMENCED WITHOUT PERMIT IN EFFECT WILL RESULT IN A 50% INCREASE OF ALL ABOVE FEES

IF YOU ARE BUILDING IN A FLOOD ZONE - BE SURE TO CHECK WITH THE BUILDING INSPECTOR FOR ALL THE RULES

TOWN OF LEYDEN BUILDING PERMIT APPLICATION

INSTRUCTIONS

This application must be completely filled in by ink or typewriter and submitted to the Town of Leyden Clerk's Office with required fees.

This application must be accompanied by three sets of plans and specifications describing the nature of the work to be performed, the materials and equipment to be used and installed, and detailing structural, mechanical, electrical, and plumbing installation. Plans and specifications shall be in accordance with the State Education Law, Sections 7307 and 7209. This law requires that the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted, except for farm buildings, residential buildings of under 1,500 gross square feet, or to alterations costing under twenty thousand dollars.

THE WORK COVERED BY THIS APPLICATION MAY NOT BE COMMENCED BEFORE THE ISSUANCE OF A BUILDING PERMIT.

Upon approval of the application, the Code Enforcement Officer will issue a building permit to the applicant together with approved, duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.

NO BUILDING SHALL BE OCCUPIED OR USED IN WHOLE OR IN PART FOR ANY PURPOSE WHATEVER UNTIL AN APPLICATION IS MADE FOR, AND CERTIFICATE OF OCCUPANCY SHALL HAVE BEEN GRANTED BY THE TOWN OF LEYDEN CODE ENFORCEMENT OFFICER.

NOTE: If any item does not apply, write N/A (please do not leave it blank)

TOWN OF LEYDEN

"EXACT" LOCATION (give directions) _____

(Street/Road name, number, side of street/road, distance from nearest cross road)

TAX ID # FROM THE TAX BILL (example Section 123.00 Block 01 Lot 12,300)

Tax Map No. Section _____ Block _____ Lot _____

(Circle) whether applicant is: OWNER, LESSEE, AGENT, ARCHITECT, ENGINEER, OR BUILDER

Name and address of Applicant

Name and address of Landowner
(If other than Applicant)

Phone No. _____ Phone No. _____

Email address _____

Permit Fee \$ _____ Total Estimated Value of Construction \$ _____

Square Footage of proposed construction _____ Type of Project _____

1. If project is business, commercial or mixed occupancy, specify nature and extent of each type of use _____

2. Dimensions of existing structure, if any: Front width _____ Rear Width _____ Length _____
Height _____ Number of stories _____ Square footage _____

3. Dimensions of entire new construction: Front width _____ Rear Width _____ Length _____
Height _____ Number of stories _____ New Sq. footage _____ Combined Sq. Ft. Total _____

4. Size of lot: Road frontage _____ Rear width _____ Depth _____ Total acres _____

5. Contractor's compensation insurance **PROOF OF COMPENSATION OR EXEMPTION MUST ACCOMPANY THIS APPLICATION**

ONLINE EXEMPTION FOR WC/DB COMPULSED ONLINE AT

http://www.wcb.state.ny.us/content/ebiz/wc_db_exemptions/wc_db_exemptions.jsp

Request WC/DB Exemption (Form CE-200)

6. Name of Contractor _____ Phone # (____) _____ - _____
Address: _____

7. Name of Architect or Engineer _____
Address _____
Phone # (____) _____ - _____ License number _____ State _____

8. If owner or applicant is a corporation, give names and titles of two officers and signature of duly authorized officer:

NATURE OF PROPOSED WORK (CHECK ALL THAT APPLY)

Construction of a new building _____ Change in use/conversion _____

Addition to a building _____ Addition to Mobile Home _____ Alteration to a building _____

Give a brief description of all proposed work: _____

OCCUPANCY (CHECK ALL THAT APPLY)

- 101 One-family dwelling (R3) 434 Addition 322 Alterations to a one-family dwelling (R3)
101 Two-family dwelling (R3) 434 Addition 322 Alterations to two-family dwelling (R3)
101 Factory Manufactured Home (modular) (R3)
103 Three or more family multiple dwelling/permanent occupancy (R2)
104 Multiple dwelling/senior citizens housing (R4) 649 Residential Camp
104 Multiple dwelling/adult residential care facility (R4) 214 Residential Garage/Storage (U)
213 Multiple dwelling/transient occupancy (R1) 438 Garage addition (U)
318 Assembly (A1, A2, A3, A4, A5) 319 Church (A3) 320 Industrial (F1, F2) 321 Miscellaneous (U)
323 Institutional (I1, I2, I3, I4) 324 Business (B) 325 Public work 326 School (E) 327 Mercantile (M)
328 Storage (S1, S2) H1, H2 (Hazard) 437 Non Residential Miscellaneous/Addition
647 Non Residential Alterations (A, B, E, F, H, M,

Use the space below or attach a separate sheet to show the location of the proposed building(s) in relation to all roads public or private, distance proposed building is from all bodies of water, the location of all wells and septic systems, existing and proposed, the distance between buildings and give the road name as well as the names of all adjacent landowners. Also show the lot width and depth, and show the distance of proposed building(s) to all property lines.

NOTE: GIVE THE DISTANCE OF ALL WELL AND SEPTIC SYSTEMS ON NEIGHBORING PROPERTIES TO YOUR PROPOSED WELL/SEPTIC IF CLOSER THAN 150FT.

PLOT DIAGRAM

NAME OF ADJACENT LAND OWNER _____	
YOUR PROPERTY LINES \	
OWNERS NAME LEFT SIDE	<div style="text-align: center; margin-top: 20px;">REAR LOT WIDTH _____</div>
LOT DEPTH _____	<div style="text-align: center; margin-top: 20px;">FRONT LOT WIDTH _____</div>
	<div style="text-align: center; margin-top: 20px;">LOT DEPTH _____</div>
	OWNERS NAME RIGHT SIDE

ROAD NAME _____

THIS AREA REPRESENTS THE ROAD IN FRONT OF YOUR PROJECT, SHOW DRIVEWAY

REQUIREMENTS TO OBTAIN A BUILDING PERMIT

1. Plans and Specifications (when required)
 - a) 3 Specifications Sheets
 - b) 3 Sets of plans with elevations
 - c) 3 Plot plans including water supply and sewage system

2. Pole Building information:

Complete page 5A for a Pole Building.

3. Footing materials and sizes: _____
 - a) Depth below grade to bottom of the footer (feet & inches) _____
 - b) Width, thickness and reinforcement _____
4. Basement and foundation:
 - a) Type of floor in basement: thickness and reinforcement _____
 - b) Height of basement _____
 - c) Size of basement _____
 - d) Number of windows, sizes, and locations: _____
 - e) Type and thickness of wall: _____
 - f) Amount of unbalanced fill against the foundation _____
(Styrofoam insulation inside basement must be covered with a minimum 1/2-inch gypsum board or a 15-minute thermal barrier (§RR314.4 Thermal barrier))

5. Slab materials: _____

- a) Size, thickness and reinforcement materials: _____

6. Floor joist:

- a) 1st floor joist Sizes _____, lengths _____, distance apart _____, bridging _____
 - b) 2nd floor joists Sizes _____, lengths _____, distance apart _____, bridging _____
 - c) Type _____, size _____, thickness of flooring and decking _____
 - d) Carrier beam size _____, post spacing _____

7. Type of frame

- a) (circle one) wood heavy timber masonry steel other _____ Number of stories _____

8. Wall studs

- a) (Exterior) Type wood, steel (circle one) Sizes _____, lengths _____, distance apart _____
 - b) (Interior) Type wood, steel (circle one) Sizes _____, lengths _____, distance apart _____

9. Rafters or trusses (circle one)

All truss information sheets provided by manufacture must be submitted to this office. All truss information sheets must be original stamped & signed documents with calculations. Home made truss systems and all roof systems in an 80 Ground Pound area must be stamped & signed by an Engineer or Architect.

Sizes _____, lengths _____, distance apart _____, type of bracings _____, collar tie distance apart _____, roof pitch _____ & ground snow load rating _____

Depth of Holes Below Grade to Bottom of Footer Pad -- _____
Footings Pad Material -- _____

Materials, Dimensions, Length, Pressure Treated

	Dimensions	Length	Pressure Treated(Yes/No)
Poles	_____	_____	_____
Vertical Spacing	_____	_____	_____
Splash Board	_____	_____	_____
	Dimensions	Length	yes/no
Horizontal Girts	_____	_____	_____
Top Girder - Inside	_____	_____	_____
Top Girder - Outside	_____	_____	_____
Top Plate	_____	_____	_____
Tie Down Blocks	_____	_____	_____
Hurricane Clips	_____	_____	_____
Girder Bracing	_____	_____	_____
Roof - Snow load	_____	_____	_____

Trusses -- Length/Span _____

(Truss Specification sheet must be supplied to the Building Inspector)

Pitch _____

Spacing _____

Truss Bracing _____

Roof Purlins Dimension - _____ Length - _____ Spacing - _____

Roof Material _____

Ridge Cap yes/no - _____

Vented Ridge _____

Siding Material _____

Doors _____

Windows _____

Electrical Service _____

Floor Materials (describe) _____

Interior Partitions (describe) _____

5A

- (A) The applicant shall notify the Code Enforcement Officer of any changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the Uniform Code. The authority conferred by such permit may be limited by condition, if any, contained therein.
- (B) A BUILDING PERMIT ISSUED PURSUANT TO THIS PART SHALL BE PROMINENTLY DISPLAYED ON THE PROPERTY OR PREMISES TO WHICH IT PERTAINS. IF THE PERMIT ISN'T DISPLAYED SO IT CAN BE SEEN FROM THE ROAD, THE PERMIT MAY BE REVOKED AND A NEW PERMIT WILL HAVE TO BE APPLIED FOR.
- (C) IT IS THE OWNER'S RESPONSIBILITY TO SEE THAT THE CODE ENFORCEMENT OFFICER IS NOTIFIED WHEN THE PROJECT WILL BE READY FOR THE NEXT INSPECTION.
- (D) A building permit issued pursuant to this Part may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with approved plans, the Uniform Code, or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.
- (E) A building permit issued pursuant to this Part shall expire eighteen months from the date of issuance or upon the issuance of a certificate of occupancy (other than a temporary certificate of occupancy), whichever occurs first.

THIS PERMIT COVERS ONLY THE WORK DESCRIBED IN THIS APPLICATION.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Applicant or Authorized Agent _____ Date _____

I, the undersigned, Code Enforcement Officer of the Town of Leyden, hereby (approve) (deny) the within application for a septic system installation permit.

Date _____ Code Enforcement Officer _____

ALL CONSTRUCTION SHALL CONFORM TO ALL TOWN AND LOCAL ZONING AND SANITARY CODES AND THE CODES OF NEW YORK STATE

Building Code of New York State, Plumbing Code of New York State, Fire Code of New York State

Energy Conservation Construction Code of New York State

Property Maintenance Code of New York State

Fuel Gas Code of New York State - Residential Code of New York State

Mechanical Code of New York State