

**TOWN OF LEYDEN
ALTERATION-BUILDING PERMIT APPLICATION
INSTRUCTIONS**

This application must be completely filled in by ink or typewriter and submitted to the Town of Leyden Code Enforcement Office with required fees. Checks should be made payable to the **Town of Leyden**.

This application must be accompanied by 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 Office will issue a building permit to the applicant. Such permit shall be kept on the premises available for inspection throughout the progress of the work. **24 Hour Notice Is Required For ALL Inspections.** Please plan accordingly.

**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 OFFICE.**

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

Required on all Applications (example 123.00-01-12.300)

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. _____

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. Size of lot: Road frontage_____ Rear width_____ Depth_____ Total acres _____
4. Name of Contractor _____ Phone # _____
Address: _____
Workers Compensation Policy # (REQUIRED) _____
Liability Insurance Carrier _____ Policy # _____
5. Name of Architect or Engineer _____
Address _____
Phone number _____ License number _____ State _____
6. 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)

Change in use/conversion _____
Alteration to a building _____

TYPE OF CONSTRUCTION

Types: Ia, Ib, IIa, IIb, IIIa,
IIIb, IV, Va, Vb

Give a brief description of all proposed work: _____

OCCUPANCY (CHECK ALL THAT APPLY)

- 101___ One-family dwelling (R3) 434___ Addition/alterations ___ to a one-family dwelling(R3)
 101___ Two-family dwelling (R3) 434___ Addition/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)
 104___ Multiple dwelling/adult residential care facility (R4)
 213___ Multiple dwelling/transient occupancy (R1) 214___ Residential Garage/Storage (U)
 324___ Business (B) 327___ Mercantile (M) 320___ Industrial (F1,F2) 328___ Storage (S1,S2)
 _____ H1,H2(Hazard) 318___ Assembly (A1,A2,A3,A4,A5) 323___ Institutional (I1,I2,I3,I4)
 321___ Miscellaneous (U) 437___ Non Residential Miscellaneous/Addition
 438___ Garage addition (U)

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 _____ BY OUR PROPERTY LINES		
OWNERS NAME LEFT SIDE	REAR LOT WIDTH _____	OWNERS NAME RIGHT SIDE
LOT DEPTH _____		LOT DEPTH _____
FRONT LOT WIDTH _____		

ROAD NAME _____

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

Provide a clear description of work to be performed by room and/or area.

Depict area on Plot Diagram on Page 3.

Supply a list of materials to be used.

LOCAL APPROVAL ACKNOWLEDGMENT

I acknowledge that it is my responsibility to consult with the appropriate Town Official prior to construction, to determine if a Flood Plain Permit, Zoning Permit or other approval is required.

Signature of Applicant or Authorized Agent

Date

- (A) The applicant shall notify the Code Enforcement Office 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 TOWN OF LEYDEN CODE ENFORCEMENT OFFICE IS NOTIFIED WHEN THE PROJECT WILL BE READY FOR THE NEXT INSPECTION. IF NO NOTIFICATION IS MADE AND WORK CONTINUES, THE PROJECT MAY BE STOPPED AND A FEE OF \$25.00 CHARGED FOR NON-COMPLIANCE.**
- (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 18 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.

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, Building Inspector do hereby recommend that the within building permit application be (approved) (denied). (If the Building Inspector recommends denial of the building permit application, then his reasons are to be attached to the building permit application.)

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

TOWN OF LEYDEN ZONING / BUILDING PERMIT FEE SCHEDULE
Effective January 2009

ZONING PERMIT FEE

Site Plan Review (Residential)	\$ 50.00
Site Plan Review (Commercial)	\$ 75.00
	\$ 200.00

ZONING BOARD OF APPEALS FEE

\$ 200.00

***Residential:**

Residential garages, residential additions, storage buildings,
Mobile & modular homes

\$ 50.00 base +
\$ 0.12 per sq ft

***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

Non-residential buildings, structures, additions:

Value over \$100,000

\$ 300.00 base fee +
\$0.12 per sq ft

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