

Mark Bradbury
Code Enforcement Officer

TOWN OF WHITESTOWN

Codes Department

8539 Clark Mills Rd • Whitesboro, N.Y. 13492-1310

Telephone: (315)768-0229
www.whitestownny.gov



Application for Building Permit

Date Received: _____

Date Application Approved: _____

Permit No: _____

Date Application Rejected: _____

Zoning Enforcement Officer: _____

Permit Fee: \$ _____

BUILDING PERMIT APPLICATION Commercial Residential New Existing

INSTRUCTIONS TO THE APPLICATION

1. This application shall be completed and filed in conformance with the provisions of the Code of the Town of Whitestown, New York and another applicable codes and laws.
2. **Include 2 sets of stamped plans if required or 2 sets of sketched plans for review.**
3. **IMPORTANT – Complete all items. Mark boxes where applicable. Please print all answers.**
4. **Building permit is valid for twelve (12) months from the date of issue and then needs renewing.**

LOCATION OF BUILDING & PROPERTY

Tax Parcel ID: _____

Name: _____

Address: _____

City/Town: _____ State: NY Zip: _____

APPLICANT'S NAME

Name: _____

Address: _____

City/Town: _____ State: ____ Zip: _____

Contacts: (Cell) _____ (Home) _____

TYPE OF IMPROVEMENT Addition / Alteration / Demolition / Repair / New Structure / Pool
Fence / Shed / Change of Occupancy / Other Describe: _____

Describe in detail the type of improvement that is indicated above: _____

CLASSIFICATION OF EXISTING BUILDING: Assembly / Business / Mercantile / Factory
Miscellaneous / Multifamily/Apartment / Residential / Storage /

If vacant, indicate the last date of occupancy: _____

CHANGE IN OCCUPANCY: Will any change in occupancy occur as a result of the proposed improvements?

Yes / No

Describe in detail any new occupancy or use:

For existing structure or addition indicate the total area. _____ Sq. Ft.

ESTIMATED COST General Construction \$ _____

DESIGNER IDENTIFICATION Architect / Engineer / Not Applicable

Name: _____ Phone: _____

Address: _____

City/Town/Village: _____ State: _____ Zip: _____

CONTRACTOR:

Name: _____ Phone: _____

Address: _____

City/Town/Village: _____ State: _____ Zip: _____

PERMIT REQUIREMENTS

1. In compliance with applicable code requirements.
2. For new residential construction exceeding 1,500 square feet, or alterations costing over \$20,000 that involve structural changes or impact public safety, plans must be signed and sealed by a licensed architect or engineer.
3. Two (2) Sets of Plans and Specifications submitted or One (1) electronically attached with email.
4. Plot Diagrams: Indicate all buildings whether existing or proposed, and all setback dimensions from property lines.
5. Is a Storm Water Pollution Prevention Plan (SWPPP) required for the building permit, Yes No
if Yes, a pre-construction meeting will also be required prior to commencing any work.

ADDITIONAL PERMIT REQUIREMENTS

1. Copy of Worker's Compensation Insurance made out to the Town of Whitestown (C-105.2 Form)
2. Copy of Liability Insurance made out to the Town of Whitestown.
3. For Contractors: if exempt from Worker's Compensation Form CE-200
at: www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp
4. For Home Owner performing all work: Complete Worker's Compensation Exemption Form CE-200 at:
www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp
5. DEMOLITION ONLY – Industrial Code Rule 56 shall be complied with, proof of completion submitted.
6. Where Electrical work is being installed/modified, a 3rd party certified electrical inspection will be completed.
7. No building will be occupied prior to the issuance of a Certificate of Occupancy by the Codes officer.

Applicant Signature: _____

Date: _____