

NEW STRUCTURE/ADDITION BUILDING PERMIT APPLICATION

1. **Subject Property Address:** _____
 Tax Map Number: _____ Zoning District: _____
 Deed restrictions or easements? If yes attach details and show on site plan YES NO

2. **Property Owner:** Name(s): _____
 Address: _____
 Telephone: _____ Email: _____

3. **Applicant** (*if not property owner*): Is landowner aware of project proposal? YES NO
 Name(s): _____
 Address: _____
 Telephone: _____ Email: _____

4. **Scope of work** – including the **total square footage** of the project if applicable:

5. **Contractor Information:**
 General Contractor: _____
 Address: _____
 Telephone: _____ Email: _____

CONTRACTOR INSURANCE CERTIFICATES REQUIRED PER NYS:
 WORKER COMPENSATION (C-105.2 OR U-26.3) *and* (DISABILITY) DB-120.1

OR

CONTRACTORS & HOMEOWNERS MAY COMPLETE A CERTIFICATE OF ATTESTATION OF EXEMPTION (CE-200)

***PLEASE NOTE THAT WE CAN NOT ACCEPT ACORD FORMS AS PROOF OF INSURANCE. THANK YOU.**

6. **NEW STRUCTURE INFORMATION** **Total estimated cost** _____ **Cost per sq ft** _____

ANY NEW CONSTRUCTION ON A VACANT LOT WILL BE SUBJECT TO AN ADDITIONAL SITE DEVELOPMENT FEE

(Applicant to Complete)

1. What is the area (ft ²) of the proposed 1st floor ? How many bedrooms?	
2. What is the area (ft ²) of the proposed 2nd floor ? How many bedrooms?	
3. What is the area (ft ²) of the proposed garage ?	
4. What is the area (ft ²) of the basement ? Is basement habitable? Full or partial, size of block _____ height of wall _____	

5. What is the area (ft ²) of the proposed deck(s) ?	
6. What is the area (ft ²) of the proposed porch(es) ?	
7. What is the area (ft ²) of the proposed patio(s) ?	
8. What is the area (ft ²) of any proposed accessory structure(s) ?	
What is the total area (ft ²) of items 1 - 8?	
9. Type of structure? Wood, block, stone, concrete, pole, metal, log Truss (TT), Pre engineered wood (PW), Timber (TC) Floor(F) Roof (R) both (FR)	
10. Footer - Width, thickness, depth below grade	
11. Insulation R-values – sidewalls, attic, basement	
12. Heat source	
13. Public or Private water and sewer. If private, we need well drillers' report showing the depth of the well, GPM of water flow and water potability lab test	

7. **NEW STRUCTURE ZONING INFORMATION (Applicant to Complete)**

Dimensional Description	Applicant to Complete		Building & Zoning Office Staff to Complete	
	To New Structure	Required By Code	Variance Required	
Lot size, width (road frontage)				
Distance from the road right-of-way				
Distance from rear property line				
Distance from right side property line				
Distance from left side property line				
Height of New Structure				
Percentage Building Coverage (All existing and proposed structures)				

8. **EARTHWORK**

Square feet (SF) of area to be disturbed:

(length (ft) x width (ft) = SF

Cubic yards (CY) to be excavated:

(length (ft) x width (ft) x depth (ft) divided by 27 = CY

Soil and erosion show on site plans how you will handle water runoff and erosion control, keeping all water on your own property. Show adjacent properties and any existing natural waterways or drainage onto the site. List vegetation to be removed and replaced.

9. **ENVIRONMENTAL IMPACT**

Will this structure be built within:

- a. 100 ft of the bed of a stream carrying water on an average 6 months of the year? YES NO
- b. 100 ft of a NYS DEC wetland? YES NO
- c. Close proximity to a federal wetland? (If yes, setback to wetland? _____ ft.) YES NO
- d. Steep slopes equal to or greater than 15%? YES NO
- e. A wooded area greater than 5 acres? YES NO

10. PROFESSIONALLY PREPARED PLANS

Per Article 145 of NYS Education Law – Building or alterations to any building or structure costing more than twenty thousand dollars or to projects which involve changes affecting the structural safety or public safety - No official of NY state, or of any city, county, town or village therein, charged with the enforcement of laws, ordinances or regulations shall accept or approve any plans, specifications, or geologic drawings or reports that are not stamped.

Project Cost (Including Labor) exceeds \$20,000? YES NO

***Property Owner is responsible for any consultant fees
(Town Engineer, Town Attorney, etc.) incurred during the application process.***

11. CONSULTANT FEES

Please note that the **Property Owner** is responsible for all consultant fees during the review of this application including legal, engineering, or other outside consultants Applications for new construction may be referred to the Town Engineer for engineering review which may include at least an additional eight to twelve hours of review time. The **Property Owner** will also be responsible for legal fees for applications submitted to the Town of East Bloomfield Planning Board, Zoning Board of Appeals. A copy of the Town’s annual fee schedule is available upon request from the Building & Zoning Office. The **Property Owner’s** signature below indicates that the **Property Owner** understands that the **Property Owner** will be responsible for all outside consultant fees incurred as a result of the submitted application, and consents to these charges.

Owner’s Signature: _____ Date: _____

All applications made to the Town for new uses or development will be reviewed for compliance with the Town of East Bloomfield Code and Uniform Code. Additional information may be required by the Zoning Officer or Code Enforcement Officer to complete a review and issue permit.

**PLEASE INCLUDE APPLICABLE CONSTRUCTION PLANS
AND A SITE PLAN DETAILING THE PROPOSED PROJECT.**

The undersigned represents and agrees as a condition to the issuance of this permit that the development will be accomplished in accordance with the Town Zoning Law, the New York State Uniform Fire Prevention and Building Code, and the plans and specifications annexed hereto.

Owner’s Signature: _____ Date: _____

Owner’s Signature: _____ Date: _____

PERMIT WILL NOT BE ISSUED WITHOUT PROPERTY OWNER(S) SIGNATURE.

**Please DO NOT send payment with this application.
Payment shall not be made until the fee is determined and the permit is issued.**

For Office Use Only

Site Development

Application requires review by Planning Board and/or Zoning Board of Appeals?

YES NO

Application has been reviewed by Planning Board and all approval(s) required have been granted?

N/A YES NO Approval Date: _____

Application has been reviewed by Zoning Board and all variances(s) required have been granted?

N/A YES NO Approval Date: _____

Zoning Officer

Date

Floodplain Development Permit Required?

YES NO

Flood Hazard Area: _____ FEMA FIRM Panel # _____

Within environmentally sensitive, open, deed restricted or conservation easement area?

YES NO

Comments: _____

Permit Application Approved?

YES NO

Code Enforcement Officer

Date

Permit Issued	Permit Number	Fee
Building Permit Fee		
Soil Erosion Permit Fee		
Recreation Fee		
Total Permit	(non-refundable)	

**BUILDING PERMIT
CHECK LIST**

Applicant Name _____ **Date** _____ **Permit Appl #** _____

Location Address _____ **Tax #** _____

Applicant mailing address _____ **Phone #** _____

- 1. **Set of Drawings (Architectural Stamp when required)** _____
- 2. **Set of Site Plan Drawings** _____
- 3. **Building Permit Application** _____
- 4. **Computer Building Permit Printout** _____
- 5. **Copy of Building Permit Card** _____
- 6. **Soil Erosion & Sediment Control Form (when required)** _____
- 7. **Site Development Permit (when required)** _____
- 8. **Limited Development Overlay Permit (when required)** _____
- 9. **Well-drilling Report (Add to spreadsheet)** _____
- 10. **Driveway Permit Release signed by Highway Superintendent** _____
- 11. **Truss certificates** _____
- 12. **Res Check** _____
- 13. **Certification of Septic System by Engineer** _____
- 14. **Potable water test (if required)** _____
- 15. **Final Electrical Inspection** _____
- 16. **Final Inspection by CEO** _____
- 17. **Driveway pavement release (if required)** _____
- 18. **Final Certificate of Occupancy / Compliance** _____
- 19. **As- Built Septic Sketch** _____
- 20. **Window Schedule** _____

Town of East Bloomfield

99 Main Street • Bloomfield NY 14469 • (585) 657-7700 Opt #4 • Fax: (585) 657-7276
townofeastbloomfield.org

PROJECT INSPECTION CHECKLIST			
Permit Number:			
Project Address:		Tax Map ID:	
Date Issued:		Expiration Date:	
Applicant:		Contractor:	
Owner:		Contact:	
Contact #:		Contractor #:	
Scope of Work:			
Inspectors Contact Info: (585) 657-7700 Opt #4 ebtcodeofficer@townofeastbloomfield.org			
Permit expires after six months if project has not started. APPLICANT IS RESPONSIBLE FOR ALL INSPECTIONS CHECKED BELOW			
INSPECTIONS: (list shall not be construed as all-encompassing - additional inspections/reports may be required)			
REQ'D	INSP	REQ'D	INSP
<input type="checkbox"/> Erosion Control Measures	<input type="checkbox"/>	<input type="checkbox"/> Final Electrical (3rd party cert)	<input type="checkbox"/>
<input type="checkbox"/> Stabilized Entrance	<input type="checkbox"/>	<input type="checkbox"/> Means of Egress	<input type="checkbox"/>
<input type="checkbox"/> Footings	<input type="checkbox"/>	<input type="checkbox"/> Efficient Lighting (75%)	<input type="checkbox"/>
<input type="checkbox"/> Ground Rod - Footer	<input type="checkbox"/>	<input type="checkbox"/> Mechanical Ventilation	<input type="checkbox"/>
<input type="checkbox"/> Garage Footings	<input type="checkbox"/>	<input type="checkbox"/> Blower Door Testing <3.0	<input type="checkbox"/>
<input type="checkbox"/> Foundation Insulation	<input type="checkbox"/>	<input type="checkbox"/> Basement Ceiling - Fire Resistance	<input type="checkbox"/>
<input type="checkbox"/> Vapor Barrier	<input type="checkbox"/>	<input type="checkbox"/> Engineered Products Sticker	<input type="checkbox"/>
<input type="checkbox"/> Wall Waterproofing	<input type="checkbox"/>	<input type="checkbox"/> Insulation Certificate	<input type="checkbox"/>
<input type="checkbox"/> Footer Drain Tile	<input type="checkbox"/>	<input type="checkbox"/> Energy Code Documentation	<input type="checkbox"/>
<input type="checkbox"/> Slab Plumbing	<input type="checkbox"/>	<input type="checkbox"/> Location - Sketch - Photo	<input type="checkbox"/>
<input type="checkbox"/> Framing	<input type="checkbox"/>	<input type="checkbox"/> Town Engineering - Conformance	<input type="checkbox"/>
<input type="checkbox"/> Truss Plans (prior to installation)	<input type="checkbox"/>	<input type="checkbox"/> Septic System Cert. (P.E.)	<input type="checkbox"/>
<input type="checkbox"/> Water Supply (rough)	<input type="checkbox"/>	<input type="checkbox"/> Septic Approval – Health Dept for alternative system	<input type="checkbox"/>
<input type="checkbox"/> Sewer/Storm (rough)	<input type="checkbox"/>	<input type="checkbox"/> Well Water Certification (3rd party)	<input type="checkbox"/>
<input type="checkbox"/> Fireplace- wood stove - gas - solid fuel	<input type="checkbox"/>	<input type="checkbox"/> Property Identification Number	<input type="checkbox"/>
<input type="checkbox"/> Duct Blast Testing	<input type="checkbox"/>	<input type="checkbox"/> Site Stabilization – Final backfill	<input type="checkbox"/>
<input type="checkbox"/> Fire Resistance - Draft Stop	<input type="checkbox"/>	<input type="checkbox"/> SWPPP - Maintenance Agreement	<input type="checkbox"/>
<input type="checkbox"/> Insulation	<input type="checkbox"/>	<input type="checkbox"/> Posted Energy Code Certificate	<input type="checkbox"/>
<input type="checkbox"/> HVAC	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/> Smoke Detectors	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/> Carbon Monoxide Detectors	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/> Roof - Ice Barrier	<input type="checkbox"/>		<input type="checkbox"/>
PROJECT CLOSE-OUT			
Have all required inspections been completed and approved?			<input type="checkbox"/>
Code Enforcement Officer	Date of		
Signature:	Final Inspection:		
Comments:			



**TOWN OF EAST BLOOMFIELD
CODE ENFORCEMENT OFFICE
99 MAIN ST PO BOX 85
EAST BLOOMFIELD, NY 14469
585-657-5455**

SPECIFICATIONS FOR PRIVATE DRIVE

ROAD DESIGN

A private drive off a dedicated road shall:

1. Be designed to be dust-free and to keep surface water flows from entering the travel way of the dedicated street.
2. Provide soil erosion measures on the site as it is being developed.
3. Provide an adequately sized culvert with end sections or headwall treatment (per Highway Superintendents specifications).
4. Finish grade and seed the area immediately upon completion of the private drive base.
5. Provide a hard surface from the edge of the existing pavement at least 30 feet toward the developed site.

No private drive should exceed a slope greater than 3% from the edge of the pavement to a point 30 feet into the property being developed. Maximum grade within the development site shall be 12%.

(NOTE: All depths are compacted thickness.)

DRIVEWAY CULVERTS

1. Driveway culverts shall be provided along existing road frontage lots to properly convey roadside drainage. The culverts shall be installed to the proper grade to allow the natural flow of water. All culverts installed shall be subject to the review of the Superintendent of Highways having jurisdiction on the road.
2. Driveway culverts shall have minimum diameter of 12 inches, unless they are a part of a larger drainage course which may require larger diameter pipes.
3. The culverts shall extend a minimum of five feet beyond the edge of the access driveway and be provided with end sections or headwalls. The slope from the driveway to the culvert endsection shall be graded and seeded to maintain the slope stability.
4. Elevations are to be set by USCGS datum.
5. Culverts shall have a minimum of 12 inches of cover.

TOWN OF EAST BLOOMFIELD
CODE ENFORCEMENT OFFICE

Date: _____

The location and installation of a driveway on _____

and owned by _____

has been approved by _____

Name

Title

Comments: