

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	
		Required By Code	Variance Required
	To New Structure		
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:

$$\text{(length (ft) x width (ft) = SF)}$$

Cubic yards (CY) to be excavated:

$$\text{(length (ft) x width (ft) x depth (ft) divided by 27 = CY)}$$

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)	