

**TOWN OF WINDHAM**  
**PO BOX 96**  
**HENSONVILLE, NY 12439**  
Phone: (518) 734-4170  
Fax: (518) 734-6058

<b>FOR OFFICE USE ONLY:</b>	
Date:	_____
Application:	_____
Fee Paid:	_____
Approved:	_____
Permit:	_____
Date Issued:	_____

**BUILDING PERMIT APPLICATION**

Application is hereby made to the Building Department for the issuance of a building permit pursuant to the New York State Uniform Fire Prevention & Building Code, effective January 1, 1984 for the alteration, addition, new construction or the removal or demolition herein described. The applicant further agrees to comply with all applicable laws, ordinances and regulations.

OWNER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: (\_\_\_\_) \_\_\_\_\_ CELL: (\_\_\_\_) \_\_\_\_\_  
LOCATION OF CONSTRUCTION: \_\_\_\_\_  
TAX MAP #: \_\_\_\_\_ ACRES: \_\_\_\_\_  
**(obtained from assessor's office)**  
IS APPLICANT: OWNER \_\_\_\_\_ OR BUILDER: \_\_\_\_\_  
STATE INTENDED USE OF THIS BUILDING: \_\_\_\_\_

NATURE OF WORK: ALTERATION \_\_\_\_\_  
ADDITION \_\_\_\_\_  
NEW BUILDING \_\_\_\_\_  
**PROJECT COST \$ \_\_\_\_\_**

NO WORK COVERED UNDER THIS BUILDING APPLICATION CAN BE STARTED BEFORE THE ISSUANCE OF THE BUILDING PERMIT. NO PERMIT WILL BE ISSUED UNTIL ALL NECESSARY PERMITS FROM ANY OTHER AGENCIES HAVE BEEN RECEIVED WITH THE APPROVAL FROM SAID AGENCY(S)

List all Contractors who will perform work at the building site. **A Certificate of Insurance and Workers Comp to be submitted by and for all contractors.**

GENERAL CONTRACTOR: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: (\_\_\_\_) \_\_\_\_\_

TYPE OF WORK: \_\_\_\_\_

(See page #2 for additional contractors listing)

**SUB-CONTRACTOR'S LIST**

1. **EXCAVATOR:** \_\_\_\_\_

address: \_\_\_\_\_

phone: \_\_\_\_\_

2. **MASON:** \_\_\_\_\_

address: \_\_\_\_\_

phone: \_\_\_\_\_

3. **CARPENTER:** \_\_\_\_\_

address: \_\_\_\_\_

phone: \_\_\_\_\_

4. **ELECTRICIAN:** \_\_\_\_\_

address: \_\_\_\_\_

phone: \_\_\_\_\_

5. **PLUMBER:** \_\_\_\_\_

address: \_\_\_\_\_

phone: \_\_\_\_\_

6. **SHEETROCKER:** \_\_\_\_\_

address: \_\_\_\_\_

phone: \_\_\_\_\_

7. **PAINTER:** \_\_\_\_\_

address: \_\_\_\_\_

phone: \_\_\_\_\_

8. **SEPTIC SYSTEM:** \_\_\_\_\_

address: \_\_\_\_\_

phone: \_\_\_\_\_

9. **WELL DRILLER:** \_\_\_\_\_

address: \_\_\_\_\_

phone: \_\_\_\_\_

**FEES:**

- A. Upon the filing of an application for a building permit the following fees shall be payable:
1. Single Family House, including shells and prefabricated construction  
Under 2,000 Square Feet- \$250.00  
Over 2,000 square feet- \$1.00 per square foot
  2. Mobile Home, including support system  
Single Wide- \$100.00  
Double Wide on a slab- \$150.00
  3. Additions, alterations, garages, storage buildings and other construction (non- commercial)  
Under 500 Square Feet- \$0.50 per square foot  
Over 500 Square Feet- \$1.00 per square foot
  4. Non-residential farm building, including barns, sheds and poultry houses, used directly and solely for agricultural purposes- \$50.00
  5. Commercial Buildings- \$1.00 per square foot of gross floor space
  6. Operating Permit- \$100.00
  7. Fire Safety and Property Maintenance Inspections- \$100.00
  8. Demo Permit- \$150.00
  9. Roof Replacement- \$100.00
  10. Above Ground Pool- \$150.00
  11. Temporary Tent- \$200.00
  12. Install of Stove/Fireplace/Generator- \$150.00
- B. In the event that an application for a permit is not approved, the applicant shall be entitled to a refund of 50% of the fee paid, provided no work has been commenced. If work has been started and application is NOT approved, fees paid shall NOT be refunded.

As prescribed in part 444.3 (c) of the Uniform Code of the State of New York no occupancy or use of the premises covered under this permit shall be allowed without first obtaining a Certificate of Occupancy or Certificate of Compliance.

A Certificate of Approval must be obtained from the New York State Board of Fire Underwriters for the electrical work performed.

Amendments, if any, to the application or to the plans and specifications accompanying the same shall be filed with the building official and approval received from the enforcement official prior to the commencement of such change of work.

Three (3) copies of plans showing proposed construction including complete specifications and three (3) copies of the plot plan drawn to scale showing actual dimensions of the lot to be built upon, the location of the proposed construction, and the location of the driveway reaching the construction, specifying road frontage from each side of the driveway to the adjoining lots.

Drawings certified and sealed by a New York State Licensed architect or engineer as prescribed by section 7307 or 7209, as amended, of Article 147 or 145 of the Education Law, State of New York, will be required if one of the following conditions for construction exists:

- residential construction greater than 1500 square feet in floor space;
- the construction is other than residential construction;
- renovations, additions, replacements or any other work connected to an existing structure is estimated to have a value of over \$20,000;
- any work which requires a "structural" change to an existing structure;
- part 444.3 Uniform Code: Minimum Standards for Administration and Enforcement.

The application and drawings submitted shall be signed by the owner of the property or building or work, and acknowledged by a Notary Public that said drawings and application being submitted are the drawings and application intended for submittal for a Building Permit.

The application is to be received at least two (2) weeks prior to starting work, during which a permit will be issued or denied.

The applicant state he/she has read the Building Code of Ordinance and application requirements and furthermore agrees that all work performed shall be in compliance with the State Uniform Fire Prevention and Building Code and applicable state and Local Laws, Ordinances and Regulations.

STATE OF NEW YORK,  
COUNTY OF \_\_\_\_\_ SS:

\_\_\_\_\_ being duly sworn deposes and says that he is the owner above named; that all statements contained in this application are true to the best of his knowledge and belief, and the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

SIGNATURE OF OWNER: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Notary Public: \_\_\_\_\_



**APPLICATION FOR A HOUSE IDENTIFICATION NUMBER**

This shall pertain to all improved property (any building) involving any type of structure whether to be inhabited or not.

OWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LOCATION OF CONSTRUCTION: (Road Name) \_\_\_\_\_

LOCATION OF DRIVEWAY: (Distance from nearest driveway on same side or from closest intersection)

\_\_\_\_\_

TAX MAP #: \_\_\_\_\_

\_\_\_\_\_ RESIDENTIAL

\_\_\_\_\_ COMMERCIAL

NUMBER OF DWELLING UNITS: \_\_\_\_\_

OWNER OF DRIVEWAY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

IF APPLICANT IS NOT THE OWNER OF THE DRIVEWAY, DO YOU HAVE AN:

\_\_\_\_\_ EASEMENT,

\_\_\_\_\_ RIGHT-OF-WAY,

\_\_\_\_\_ SELF CONTAINED WITHIN ONE LOT.

IF AN EASEMENT OR RIGHT-OF-WAY, LIST THE NUMBER OF BUILDING LOTS. IMPROVED

OR VACANT ALONG EACH SIDE OF THE DRIVEWAY: \_\_\_\_\_

This application, along with the information required on the plot plan shall be sufficient to issue a temporary number to be included on the Building Permit for the duration of the construction.

This temporary number, if satisfactory, shall be confirmed upon the issuance of a Certificate of Occupancy or Compliance. Should the Town of Windham find it necessary to have the **driveway named as a private road** due to the expectancy of further development along same driveway, such procedure as required by the Town shall be followed to that end. Upon completion, and **approval of the road name by the Windham Town Board**, a permanent emergency/house number shall be assigned.

SIGNATURE OF OWNER: \_\_\_\_\_

**APPLICATION CHECK LIST**

To include:

- A. Delineate on Surveyed Site Plan (Proposed).
  - 1. Approved Sanitary Systems Construction Report.
  - 2. Placement of well 15 feet within the boundaries.
  - 3. Adjoining Properties- must show location of: well, septic, springs, streams, creeks, ponds, lakes, water courses of any nature.
- B. State, County & Town Highway Department are to be filed with this office for their requirements for distances from road and their right-of-way also culvert construction proper dimension of pipe.
- C. Compliance of the New York State Energy Code Conservation Construction, table 5-1 or form 4-5-6 if applicable.

D. Contractors List, (see attached page):

Name of Company \_\_\_\_\_

Owner- Contractor \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E. Excavator:

Specify material to be used on backfill of Foundation Walls

F. Plumbing and Electrical Diagram to include:

- A. Material List- plumbing
- B. Smoke Detectors- locations
- C. And all Required GFI circuitry

G. All construction shall comply with all subdivision covenants and/or deeds IE: setbacks, construction restrictions- type size, ect.

NOTE: It is owner's responsibility to see that these covenants and deed restrictions are followed.

H. Any burning on the property requires a Burn Permit. Contact the Town Hall at (518)734-4170.

Three (3) sets of complete working drawings for new construction or alteration to existing structure are required.

Date received: \_\_\_\_\_

Plot Plan: \_\_\_\_\_

Date received: \_\_\_\_\_

\_\_\_\_\_ APPROVED / \_\_\_\_\_ DISAPPROVED

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INSPECTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FINAL ACTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE CERTIFICATE OF OCCUPANCY WAS ISSUED: \_\_\_\_\_ NO: \_\_\_\_\_

SIGNED BY:

\_\_\_\_\_

**INSPECTION FOR CERTIFICATION OF OCCUPANCY**

BUILDING PERMIT NO: \_\_\_\_\_

DATE: \_\_\_\_\_

LOCATION OR LOT NO: \_\_\_\_\_

TYPE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

OWNER: \_\_\_\_\_

THE FOLLOWING IS MANDATORY TO CERTIFY THAT THE TOWN BUILDING INSPECTOR HAS INSPECTED THE ABOVE DESCRIBED CONSTRUCTION AS SHOWN BELOW AND STATES THAT THE WORK SIGNED AND DATED HAS COMPLIED WITH THE NEW YORK STATE BUILDING CODE AND THE TOWN OF WINDHAM LOCAL LAW #1 OF 2007.

CERTIFICATE OF OCCUPANCY WILL BE ISSUED UPON COMPLETE COMPLIANCE WITH THE BUILDING PERMIT AS ISSUED.

THE INSPECTIONS LISTED BELOW ARE THE RESPONSIBILITY OF EACH AND EVERY BUILDER TO NOTIFY THE BUILDING INSPECTOR OF WINDHAM PRIOR TO THE START OF EACH STAGE OF CONSTRUCTION LISTED BELOW.

<b>WORK INSPECTED:</b>	<b>DATE:</b>	<b>SIGNATURE:</b>
1. EXCAVATION COMPLETED	_____	_____
2. FOOTING FORMED FOR POUR	_____	_____
3. FOUNDATION AND DRAIN TILE	_____	_____
4. FLAT WORK AND SLABS	_____	_____
5. ENCLOSED SHELL	_____	_____
6. ROUGH PLUMBING & ELECTRIC	_____	_____
7. FIREPLACE(S) OR WOOD BURNING APPLIANCES	_____	_____
8. DECKS & PORCHES	_____	_____
9. SWIMMING POOLS – IN GROUND	_____	_____
-ABOVE GROUND	_____	_____
10. FINAL INSPECTION- COMPLETION	_____	_____
11. FINAL SEPTIC SYSTEM APPROVAL	_____	_____
12. FINAL ELECTRICAL APPROVAL	_____	_____
13. CERTIFICATE OF OCCUPANCY	_____	_____

14. NOTE: ITEMS 11 & 12 TO BE SUBMITTED PRIOR TO OR ON REQUEST FOR CERTIFICATE OF OCCUPANCY, FOR INSPECTION CALL BUILDING DEPARTMENT: (518)734-4170. NOTIFY 2 WORKING DAYS PRIOR TO STAGE OF INSPECTION.