

# TOWN OF WAWAYANDA APPLICATION FOR PERMIT

Date Received: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Permit #: \_\_\_\_\_

Location \_\_\_\_\_  
(Street Name & Number)

Tax Map Number: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_

Nature of Work: \_\_\_\_\_

Work Proposed (Describe in detail) \_\_\_\_\_

Dimensions of Project \_\_\_\_\_ Square Footage \_\_\_\_\_ Cost of Improvement \_\_\_\_\_

Present occupancy/use of property:

Proposed occupancy/use of property:

If Commercial Project

Occupant Load \_\_\_\_\_

Construction Type \_\_\_\_\_

Special Inspections Required

Required Sprinkler System

If Accessory Structure

Specify Use (Storage, Garage, Barn, Etc.) \_\_\_\_\_ Heat \_\_\_\_\_ Electric \_\_\_\_\_

**APPLICATION IS HEREBY MADE** to the Code Enforcement Office for the issuance of a building permit pursuant to the 2020 Codes of New York State for the construction of buildings, additions or alterations, or for removal of demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

\_\_\_\_\_  
(Printed Name of Applicant)

\_\_\_\_\_  
(Address of Applicant)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Email Address)

State whether Applicant is Owner, Lessee, Agent, Architect, Engineer or Contractor: \_\_\_\_\_

Name, Address and Phone Number of Owner of premises (if different from Applicant):  
\_\_\_\_\_

Name, Address & Phone of Architect/Engineer:  
\_\_\_\_\_

Name, Address & Phone Number of Contractor:  
\_\_\_\_\_

STATE OF NEW YORK,

COUNTY OF \_\_\_\_\_ } ss:

\_\_\_\_\_ Being duly sworn and disposes' and says that he/she is the applicant above named. He/she is the \_\_\_\_\_ (Contractor, agent, corporation officer, owner, etc.) of said owner or owners, and is duly authorized to perform or have performed the said work and to make and file this application that all statements contained in this application are true to the best of my knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

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

**INSTRUCTIONS:**

1. This application must be completed in full and submitted to the Code Enforcement Office.
2. Plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property must be drawn on the diagram, which is part of this application.
3. This application must be accompanied by two complete sets of plans showing proposed construction and two complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed and details of structural, mechanical, electrical and plumbing installations.
4. The work covered by this application may not be commenced before the issuance of a permit.
5. Upon approval of this application, the Code Enforcement Office will issue a permit to the applicant together with approved set of plans and specifications. Said permit, approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.
6. Each permit that is issued is required to have a Certificate of Occupancy or Certificate of Compliance issued. No building shall be occupied or used in whole or in part for any purposes whatsoever until a Certificate of Occupancy shall have been granted by the Code Enforcement Office. It is the responsibility of the property owner to contact our office to arrange for a final inspection.
7. The applicant/owner is responsible for compliance with all other State & Federal regulations.
8. The Code Enforcement Officer is required to inspect the site prior to issuance of the permit and during the course of construction. An inspection schedule is attached for your convenience; however, additional inspections may be necessary.
9. As applicant you agree to accept all responsibility for the reimbursement of engineering or consultant fees relating to plan review and/or project inspections required by the Town.
10. All permits require proof of New York State Worker's Compensation Insurance naming the Town of Wawayanda as Certificate Holder. If work is to be done by the homeowner, an insurance waiver is attached. If you are a contractor who is exempt from NYS Worker's Comp, a waiver form must be submitted. They are available at: [www.wcb.ny.gov](http://www.wcb.ny.gov)
11. The Town of Wawayanda requires that utilities serving new structures be installed underground for all lots approved since 1972.

**CHECKLIST:** (Please verify you have checked everything before submitting to our office)

- |                                    |  |
|------------------------------------|--|
| Application complete and notarized | Plans/construction specifications attached |
| Survey/Plot Plan showing setbacks  | Insurance (Waiver <b>OR</b> Certificate)   |