

# TOWN OF CANDOR

## APPLICATION FOR A BUILDING PERMIT

Code Enforcement  
101 Owego Road  
PO BOX 6  
Candor, NY 13743  
607-659-3174 Ext 4

### FOR OFFICE USE ONLY

Date: \_\_\_\_\_  
Permit Number: \_\_\_\_\_  
Fee: See Fee Schedule  
towncandor.digitaltowpath.org

### SECTION I – PROPERTY APPLICANT AND OWNERSHIP INFORMATION

- 1.1 Print name of applicant \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
Business Phone \_\_\_\_\_  
Email Address \_\_\_\_\_ Cell Phone \_\_\_\_\_
- 1.2 Check whether applicant is Owner \_\_\_\_\_ Builder \_\_\_\_\_ Lessee \_\_\_\_\_ Other \_\_\_\_\_
- 1.3 If Commercial or Industrial – Name of Business \_\_\_\_\_  
Name and address of owner if different than applicant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 1.4 If owner or applicant is a corporation, give name and title and signature of duly authorized officer.

\_\_\_\_\_  
Name and Title of Corporate Officer

\_\_\_\_\_  
Signature

### SECTION II – SITE INFORMATION

- 2.1 LOCATION (address of proposed work) \_\_\_\_\_  
Property Tax Identification Number Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Check if any part of this property in a Flood Plain Yes \_\_\_\_\_ No \_\_\_\_\_  
Type of Occupancy  
\_\_\_\_\_  
A-Assembly I-Institutional B-Business  
M-Mercantile E-Educational R-Residential  
F-Factory S-Storage H-Hazard  
U-Utility and Miscellaneous

### SECTION III – DESCRIPTION OF PROPOSED WORK

#### 3.1 Please Check One

- \_\_\_\_\_  
Construction of new building \_\_\_\_\_ Demolition to a Building  
\_\_\_\_\_  
Addition to a Building \_\_\_\_\_ Other Work  
\_\_\_\_\_  
Alteration to a building

Estimated cost of Project \_\_\_\_\_

#### 3.2 Brief description of scope of project:

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

3.3 If project is a business, commercial or mixed occupancy, specify nature and extent of each type of use

3.4 Name of Architect or Engineer \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

3.5 Name of Contractor \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

**SECTION IV – ATTACHMENTS REQUIRED TO THIS APPLICATION**

4.1 Proof of Worker's Compensation and Disability Insurance or proof of exemption of person(s) performing construction is required before a permit is issued

4.2 If applicant is not owner of premises, a signed agent authorization form must be included with application

4.3 Two (2) site/plot plans showing placement of proposed construction; distances to property lines, center of road and to other structures as well as placement of well and septic system.

4.5 (a) Two (2) sets of plans or drawings, must include elevations, floor plans and cross sections of the construction.

(b) These plans may need to be signed by a NYS licensed professional Engineer or Architect per NYS Education Law. This may not apply to residential buildings of (1,500) square feet or less (exterior dimensions), nor alterations to which does not involve changes affecting the structural stability and/or public safety thereof. (There may be circumstances when "stamped" plans may be required regardless of size)

(c) Any changes prior to or during construction will require submittal of amended plans (review and re-approval are necessary)

**SECTION V – YOUR ACKNOWLEDGEMENTS, AGREEMENTS AND SIGNATURE**

5.1 I agree to comply with all applicable laws, ordinances and regulations, including but not limited to Local Laws, subdivision regulations and cleared or title restrictions

5.2 I acknowledge no construction activities may be commenced prior to issuance of a valid permit. I certify that the application, plans, and supporting materials, to the best of my knowledge, are a true and complete statement/description of the work proposed, that all work will be performed in accordance with the New York State Uniform Fire Prevention and Building Code and the New York State Energy Code.

5.3 I acknowledge that prior to occupying the facilities proposed, I or my agents will obtain a certificate of occupancy or completion. I acknowledge it is my or my authorized agent's responsibility to call for all required inspections.

5.4 I agree to allow access to the property for inspections.

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

(Signature of Applicant)