CITY OF LITTLE FALLS BUILDING PERMIT APPLICATION

ALL BUILDING PERMITS ARE GOOD FOR ONE YEAR

Please fill out ALL necessary pages in this application!

This Application includes the following:

Instructions: Cover Page
Information: Page 1 & 2
Plans: Page 3
Fees & Application Certification Page 4 & 5

Also Attached: Worker's Compensation and Disability Insurance Information:

PLEASE FILL OUT ALL NECESSARY FORMS

A. No building or structure shall be erected, added to, or structurally altered until a permit has been issued by the Codes Enforcement Officer.
B. All Fees are to be paid by CHECK or MONEY ORDER, and payable to the City of Little Falls
C. One set of building plans, specifications, and plot plans must be submitted.
D. The plot plan must show the actual dimensions of the lot to be built on. Clearly and distinctively show location of all buildings whether existing or proposed and the relationship to adjoining premises, showing all easements, names of street or public areas, indicating all set back dimensions from property lines. A land survey may be submitted or requested. A swimming pool is considered a structure.
E. It will be a requirement of the owner or contractor to notify the CEO when work will begin. After the first inspection the CEO will then let either the owner or the contractor know when the next inspection will be. If not called a STOP WORK ORDER will be issued.
F. The work covered by this application may not be commenced before the issuance of a BUILDING PERMIT.
G. Upon the approval of this application by the CEO, a building permit will be issued to the applicant when payment has been received. Such permit must be displayed on the premises available for inspection throughout the process of work.
H. Final inspection is necessary before a Certificate of Occupancy is issued. Final inspection is also necessary for a Certificate of Completion. No Occupancy of a building can take place without approval of the Codes Enforcer.
I. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee is also charged determined on the extent of the variation from the original plans.
J. Installations, alterations and repairs to residential and commercial premises, materials, assemblies and equipment utilized in connection with building, must be reasonably safe to persons and property, and in conformity with applicable statues of the State of New York, and orders, rules, and regulations issued by the Codes Enforcing Authority Conformity of such works, materials, assemblies or equipment with the applicable requirements of the New York State Uniform Code is required and it is the responsibility of the applicant to be versed in this code and acquire the permit.
CITY OF LITTLE FALLS - CODES DEPARTMENT
PH. 574-5250, EMAIL : PGREEN@CITYOFLITTLEFALLS.NET
BUILDING PERMIT APPLICATION
FOR RESIDENTIAL, COMMERCIAL AND MULTI-RESIDENTIAL

Zoning District ______________ Date: __________ Codes Department # ___________

REQUIRED: CERTIFIED DRAWINGS AND SPECIFICATIONS STAMPED BY A LICENSED ARCHITECT
OR ENGINEER, WITH THEIR SEAL AND SIGNATURE ALONG WITH A COMPLETED APPLICATION
FOR ALL NEW ADDITIONS, GARAGES, HOMES, AND COMMERCIAL STRUCTURES OVER 1500
SQUARE FEET OR $10,000.00

1. Project Location:______________________________________________________________

2. Tax Map No: ________________________________________________________________

3. Applicant: Owner: (if different from applicant)

Name: __________________________________ Name: __________________________________

Address: __________________________________ Address: _____________________________

_________________________________________ ______________________________

_________________________________________ ______________________________

Phone: ___________________________ H Phone: ___________________________ H

_________________________________________ W ______________________________

_________________________________________ C ______________________________

Applicant is (check one or more) ____ Owner _____ Builder/Contractor _____ Other (specify)__________________

Proposed Construction Work To Be Done. Check All That Apply:

A. ____ NEW HOME B. ____ ADDITION C. ____ DECK D. ____ GARAGE E. ____ PORCH F. ____ DEMOLITION

G. ____ FENCE H. ____ SIGNS I. ____ REMODEL J. ____ RETAINING WALL K. ____ ELECTRICAL L. ____ CHIMNEY

M. ____ COMMERCIAL STRUCTURE N. ____ SWIMMING POOL (ABOVE OR BELOW) O. ____ ALTERATION

P. ____ FUEL FIRED APPLIANCES (WOOD, COAL, OIL, GAS) Q. ____ CERTIFICATE OF OCCUPANCY
4. Construction Information: _______Residential_______ Commercial

Construction Cost: _____________ Square Footage: ________
House: _______ sq/ft Garage: _______
House Contains:

5. Sewage Disposal: _____ New _____ Existing _____ Septic***
*** If applicable, attach Health Department Plans and Approval


7. Heating System:______ Electric ______ Oil ______ Gas ______ Wood/Pellet/Corn

________Forced Hot Air ________ Hot Water Baseboard ______Heat Pump
________ Other, Explain: ___________________________________

8. If ....................
.......... The area of the new residential building is greater than 1500 square feet or
.......... If the cost of the alteration or addition exceeds $10,000.00 or
.......... If the addition or alteration will have an effect on either structural or public safety
.......... Then the PLANS SUBMITTED MUST BEAR THE ORIGINAL SEAL AND SIGNATURE OF A
NYS LICENSED PROFESSIONAL ENGINEER OR REGISTERED ARCHITECT as provided
for in section 7307 and 7209 of the New York State Education Law.

Name: ________________________________      __________RA   __________PE

License No.: ____________________________ Phone No.: ___________________

9. Work covered by this application has been started or completed.

_______ Yes ________ NO if yes, please attach a written explanation or write in the space below.
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Page 2
DRAW PLANS BELOW

OR

SUBMIT SEPARATELY

Use Ink

Show all lot lines and dimensions

Show all pertinent streets

Show distances from all buildings to lot lines and other buildings

Show adjoining owners and distance to their buildings

SETBACKS MUST BE MEASURED FROM THE PROPERTY LINES AND RIGHT-OF-WAY.

IF YOU NEED ASSISTANCE IN DETERMINING THE DISTANCE FROM THE RIGHT-OF-WAY, PLEASE CONTACT THE CODES OFFICER AT (315) 574-5250

THE UNDERSIGNED HEREBY CERTIFIES THAT THE DESCRIPTION, FACTS AND PLANS SET FORTH HEREIN OR HEREWITH ARE CORRECT AND TRUE AND WILL BE ADHERED TO.

Date: ___________________________ Signature: _______________________________________
The fee that must accompany this permit application and the provisions in the education law requiring drawing to bear the seal of a NYS Registered Architect or Professional Engineer are both based on the proposed building size expressed in square feet. To determine square footage, use outside building dimensions and include the habitable space of the basement.

FEE SCHEDULE

Residential Structures $00.10 per sq. ft.
Additions $00.10 per sq. ft.
Factory Manufactured Homes $00.10 per sq. ft.
Non Habitable Structures $00.10 per sq. ft.
Commercial Structures $00.10 per sq. ft.
ALL OF THE ABOVE HAS A MINIMUM CHARGE OF $25.00

Mobile Homes (Single or Double-wide) $50.00
Solid Fuel Appliances and Chimneys $25.00
Remodel $25.00
Deck $25.00
Signs, Fence and Retaining Wall $10.00
Alterations (Residential) $10.00
Septic System $50.00
All Heating Systems $25.00
Porch (Enclosed) $25.00
Swimming Pool (Above and Below) $25.00
Electrical (Residential) $10.00
Permit Renewals $10.00

CERTIFICATE OF OCCUPANCY OR COMPLIANCE WITH BUILDING PERMIT NO CHARGE. WITH OUT PERMIT $25.00

REPAIRS, ALTERATIONS (NO BUILDING ADDITION IS PLANNED) ELECTRICAL, HVAC, PLUMBING OR OTHER SYSTEMS. COMMERCIAL $100.00

DEMOLITION

RESIDENTIAL...$50.00 COMMERCIAL....$100.00 BARN OR GARAGE .... $25.00
FEES DUE

STRUCTURE SIZE: \{
I.E. 12\times12 = 144'\}

MULTIPLY: \{
I.E. 144' \times $00.10 = \}

OTHER: SET FEE OR MINIMUM DUE

TOTAL DUE:

\{I CHECK IF MINIMUM CHARGE OF $25.00 APPLIES\}

PAYMENT

( ) CHECK # ________  ( ) MONEY ORDER # _______________

APPLICANT'S CERTIFICATION: I hereby certify that I have read the instructions and building requirements, and have examined this application and know that the information contained herein is true and correct. All provisions of the laws and ordinances covering this type of work will be compiled with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any federal, state or local law, or any other rule or regulation that regulates construction, land use or performance of construction. All work shall be executed in strict compliance with the permit application, approved plans and the Uniform Fire Prevention and Building Code.

SIGNATURE OF APPLICANT: ____________________________  DATE: ____________________

CODE ENFORCEMENT OFFICER: ________________________  DATE: ____________________