

# Application for Building, Zoning, and Demolition Permit

Codes Department  
(315) 724-4300, Ext. 2  
FAX (315) 724-4323

TOWN OF NEW HARTFORD  
111 New Hartford Street • New Hartford, NY 13413

C/O No. \_\_\_\_\_  
CPR No. \_\_\_\_\_  
Plumbing No. \_\_\_\_\_  
Septic No. \_\_\_\_\_

Date \_\_\_\_\_ 20\_\_\_\_

Bldg. Permit No. \_\_\_\_\_

Application is hereby made to the Codes Department for the issuance of a Building and Zoning Permit pursuant to the NYS Uniform Fire Prevention & Building Code for the construction, addition or alterations, as herein described. The applicant/owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on the back of this application which are part of these requirements, and also will allow all inspectors to enter the premises for the required inspections. **NOTE: The issuance of this Building Permit does not preclude any other approvals that may be required by county, state or federal agencies.**

## NOTE – READ INSTRUCTIONS ON REVERSE SIDE

Applicant's Name: \_\_\_\_\_

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

\_\_\_\_\_ Zip: \_\_\_\_\_

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

Property Owner's Name: \_\_\_\_\_

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

\_\_\_\_\_ Zip: \_\_\_\_\_

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

Tax Map Number: \_\_\_\_\_

Property Location of Proposed Construction: \_\_\_\_\_

\_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Explanation Proposed Use: \_\_\_\_\_

\_\_\_\_\_

Contractor's Name: \_\_\_\_\_

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

\_\_\_\_\_ Zip: \_\_\_\_\_

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

Worker' Compensation, Disability & General Liability  
Carrier & Policy # \_\_\_\_\_

Zoning District \_\_\_\_\_

Lot Size \_\_\_\_\_ Area \_\_\_\_\_

Existing Building Size \_\_\_\_\_

New Building Size \_\_\_\_\_

NEW BUILDING YARDS: Zoning Set-Backs from property  
Line. Fill-in plot diagram on back.

Front Yard Depth \_\_\_\_\_ Feet

Right Side Yard Depth \_\_\_\_\_ Feet

Left Side Yard Depth \_\_\_\_\_ Feet

Rear Yard Depth \_\_\_\_\_ Feet

Bldg. Height \_\_\_\_\_ Feet \_\_\_\_\_ Stories

Estimated Cost \$ \_\_\_\_\_

Floor Area \_\_\_\_\_ Sq.Ft.

Bldg. Permit Fee \$ \_\_\_\_\_

Commercial Plan Review Fee \$ \_\_\_\_\_

C/O Permit Fee \$ \_\_\_\_\_

Demolition Permit Fee \$ \_\_\_\_\_

Plumbing Permit Fee \$ \_\_\_\_\_

Septic Permit Fee \$ \_\_\_\_\_

TOTAL FEE \$ \_\_\_\_\_

NOTE: Inspections by Codes Department are required at the following schedule. (You must call 24 hrs. in advance for Inspections.)

1. Footings before pouring concrete.
2. Poured walls need inspection before pouring.
3. Foundation inspection before backfill.
4. Concrete slabs before placing concrete.
5. Plumbing, Heating, Framing, and Electrical Inspections before any closing of the framework.
6. Insulation Inspection.
7. When all work is completed, final inspection is required by Sewer, Electrical, Plumbing, and the Codes Department. No Occupancy of building is permitted without a Certificate of Occupancy issued by the Codes Department.

NOTE: THIS BUILDING PERMIT IS FOR RESIDENTIAL OR COMMERCIAL WORK AND EXPIRES ONE (1) YEAR FROM DATE ISSUED.

\_\_\_\_\_  
Signature of Owner, Applicant or Agent

\_\_\_\_\_  
PRINTED OR TYPED COPY OF SIGNATURE

The application of \_\_\_\_\_ dated \_\_\_\_\_ 20\_\_\_\_  
Is hereby approved (disapproved) and permission granted (refused) for the construction, reconstruction or alteration of a building and/or accessory structure as set forth above.

Reason for refusal of permit: \_\_\_\_\_

Dated \_\_\_\_\_ 20\_\_\_\_