

# APPLICATION FOR A BUILDING PERMIT

NOTE: AN INCOMPLETE APPLICATION MAY DELAY THE TIMELY ISSUANCE OF YOUR PERMIT;  
PLEASE ENTER N/A IF A SECTION IS NOT APPLICABLE.

## PART 1: GENERAL INFORMATION

### 1. Project Location and Information

Number and Street Address: \_\_\_\_\_

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

Current use of the Property/Building: \_\_\_\_\_

Proposed use of the Property/Building: \_\_\_\_\_

### 2. Owner Identification

Owners Name: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

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

### 3. Type of Construction or Improvement

New Building-Proposed us is \_\_\_\_\_

Conversion - Current use is \_\_\_\_\_ Proposed use is \_\_\_\_\_

☐ Addition

☐ Alteration

☐ Repair/Replacement

☐ Relocation

☐ Demolition

☐ Misc. Structure or Equipment

### 4. Description of Project:

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

### 5. Estimated Project Cost:

Contractor's Estimate for the work to be performed: \_\_\_\_\_

If the work is to be performed by the homeowner: \_\_\_\_\_

CONTINUE ON PAGE TWO: DO NOT WRITE BELOW THIS LINE - OFFICIAL USE ONLY

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Received By: \_\_\_\_\_ Forwarded To: \_\_\_\_\_

Special approval needed by: ☐ Zoning Board ☐ Planning Board ☐ Downtown Development

☐ Historic Review Board ☐ Plumbing Inspector ☐ Other ☐ None

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## PART 2: DESIGNERS AND CONTRACTORS

1. **Architect/Engineer:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
2. **General Contractor:** Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
3. **Electrical Contractor:** Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
4. **Plumbing Contractor:** Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
5. **Mechanical Contractor:** Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
6. \_\_\_\_\_ **Contractor:** Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

## PART 3: PROJECT LOCATION AND DETAILS

Please attach a sketch or plot plan!

A sketch of the work to be performed must be made a part of this application. The sketch must include the following:

1. Location of the proposed structure or addition showing the number of stories and all exterior dimensions;
2. The distance of the proposal from all lot lines;
3. The distance of the proposal from any structure including neighboring structures;
4. The depth of the proposed foundation or footers;
5. The maximum percentage of the lot to be covered by building(s);
6. **Addition** will be used as: ☐ Family Room; ☐ Living Room; ☐ Kitchen; ☐ Den;  
☐ Bedroom; ☐ Bath ☐ Full - or - ☐ Half;  
☐ Other \_\_\_\_\_
7. **Basement:** ☐ Full; ☐ Partial; ☐ Crawl; ☐ Pier; ☐ Slab
8. **Garage:** ☐ Attached; ☐ Detached; **Utilities:** ☐ Electric; ☐ Gas; ☐ Other
9. **Deck/Porch:** ☐ Open; ☐ Covered; ☐ Enclosed; ☐ Screened; ☐ Other

## TOWN OF WOODHULL

# APPLICATION FOR A BUILDING PERMIT - PART 3

### IMPORTANT NOTICES: READ BEFORE SIGNING:

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Office and must conform to the New York State Uniform Fire Prevention and Building Code, the Code of Ordinances of the Town of Woodhull, and all other applicable codes, rules or regulations.
2. It is the owner's responsibility to contact the Code Enforcement Office at \_\_\_\_\_ (Mon. thru Fri. 8 a.m. to 6 p.m.) at least 48 hours before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will eventually be covered from visual inspection by additional work (i.e. electrical work later to be covered by a wall).  
**DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED.** Otherwise, work may need to be removed at the owner's or contractor's expense to conduct the interior inspection. Close coordination with the Code Enforcement Office will greatly reduce this possibility.
3. OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICE TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, **PROVIDED HOWEVER THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON WORK-RELATED VIOLATIONS WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTION(S).**
4. New York State law requires contractors to maintain Workers' Compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Workers' Compensation and Disability Insurance certificates are attached to this application or are on file with the Bureau of Fire Prevention and Inspection Services. If the contractor believes he/she is exempt from the requirements to provide Workers' Compensation and Disability Insurance, the contractor must complete form C-105.21, attached hereto.
5. If a Certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued.
6. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos removal.
7. This permit does not include any privilege of encroachment in, over, under, or upon any city street or right-of-way.
8. The building permit must be displayed so as to be visible from the street nearest to the site of the work being conducted.

I, \_\_\_\_\_, the above-named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm under the penalty of perjury that all statements made by me on this application are true.

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