
Building Department Permit Application

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

Use of Architect's or Professional Engineer's Stamp/Seal

New York State laws requires that all plans, drawing and specifications relating to the construction or alteration of buildings or structures which must be filed with a building code official must be stamped with the seal of an architect or professional engineer (N.Y. Educ. Law § 7307 and Title 19 NYCRR Part 1203.3(a)(3)(1)).

Exceptions Not Requiring an Architect's or Professional Engineer's Stamp or Seal

The following exceptions do not require the stamp or seal of a licensed, registered architect or professional engineer (N.Y. Educ. Law § 7307(5)):

- farm buildings and other buildings used solely and directly for agricultural purposes;
- single family residential buildings 1500 square feet or less, not including garages, carports, porches, cellars, or uninhabitable basements or attics;
- alterations, costing \$20,000 or less, if these alterations do not involve changes affecting the structural safety or public safety of the building or structure.

Part I: 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, Zip: _____

Phone Number: _____

Part II: Designers and Contractors

1. Architect/Engineer: Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

2. General Contractor: Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

3. Electrical Contractor: Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

4. Plumbing Contractor: Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

5. Mechanical Contractor: Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

6. Other Contractor: Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Part III: Project Location and Details

Please attach two (2) sets of drawings, sketches and/or plot plans

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

1. The two (2) sets of drawings or sketches will be distributed in the following manner: One set will be located on the construction site which will be signed and/or stamped by the Building Department and made available for the Code Enforcement Official. One set will be for inspections for the Building Department.
2. If Architectural and/or Engineered drawings are required. Drawings need to be prepared by a New York registered Architect or Licensed Professional Engineer. When the project floor area exceeds fifteen hundred (1,500) square feet and/or the project costs twenty thousand (\$20,000) dollars or more.
3. Indicate with sufficient clarity and detail the nature and extent of the work proposed
4. Location of the proposed structure or addition showing the number of stories and all exterior dimensions
5. The distance of the proposal from all lot lines and any structure including neighboring structures
6. The depth of the proposed foundation or footers
7. The maximum percentage of the lot to be covered by building(s)
8. **Addition** will be used as: Family Room Living Room Kitchen Den
 Bedroom Bath Full or Half
 Other: _____
9. **Basement:** Full Partial Crawl Pier Slab
10. **Garage:** Attached Detached **Utilities:** Electric Gas Other
11. **Deck/Porch:** Open Covered Enclosed Screened Other

Important Notices: Read before signing

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Official and must conform to the New York State Uniform Fire Prevention and Building Code, the Code of Ordinances of the Village of Massena, and all applicable codes, rules or regulations.
2. In the event that there are changes to the scope of work that has been approved on the building permit the Village of Massena Building Department will be notified immediately of the changes.

3. Demolition activities planned may carry with it the potential for exposure to asbestos for workers involved. Accordingly, you are advised to contact the New York State Department of Labor on this matter.
4. It is the owner's responsibility to contact the Village of Massena Building Department at 769-6803 (Monday through Friday from 8am to 4pm) at least **48hours** before the owner and/or contractor 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).

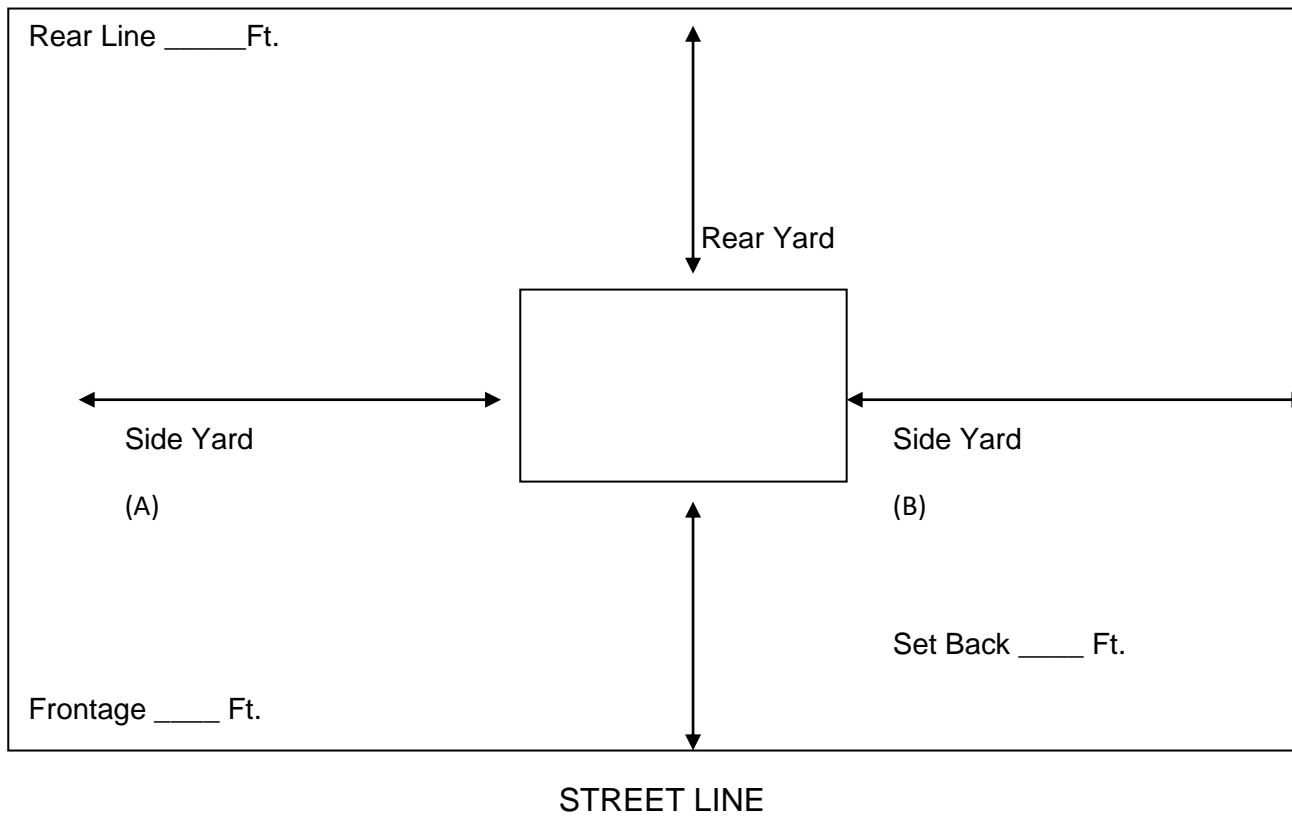
PROVISIONS SHALL BE MADE FOR INSPECTION OF THE FOLLOWING ELEMENTS OF THE CONSTRUCTION PROCESS, WHERE APPLICABLE:

a. Work site prior to the issuance of a permit	b. Footing and foundation
c. Preparation for concrete slab	d. Framing
e. Building systems, including underground and rough-in	f. Fire resistant construction
g. Fire resistant penetrations	h. Solid fuel burning heating appliances, chimneys, flues or gas vents
i. Energy code compliance	j. A final inspection after all work authorized by the building permit has been completed

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 Village of Massena Building Department will greatly reduce this possibility.

5. All permitted electrical work to be performed must be inspected at the owner's expense.
6. **OWNER HERBY AGREES TO ALLOW THE VILLAGE OF MASSENA BUILDING DEPARTMENT 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).**
7. New York State law requires contractors to maintain Worker's compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Worker's 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 Worker's Compensation and/or Disability Benefits, the contractor must complete form C-105.21, attached hereto.
8. If a Certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued.
9. Work undertaken pursuant to this permit is conditioned upon and subject to any State and Federal regulations relating to asbestos material.
10. This permit does not include any privilege of encroachment in, over, under, or upon any city street or right-of-way.
11. The building permit card must be displayed so as to be visible from the street nearest to the site of the work being conducted.

*Below area provided for site plan drawing. Please include lot line distances from buildings. Indicate size of new addition or alterations in relationship to existing buildings. If building plans have been attached no drawing is necessary.



Lot Size: ____ Ft. Deep X ____ Ft. Wide

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

Under penalty of perjury, I certify that I am the owner of the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- I am performing all the work for which the building permit was issued.
- I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- ◆ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit; OR
- ◆ have the general contractor, performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

(Signature of Homeowner)

(Date Signed)

(Homeowner's Name Printed)

Home Telephone Number _____

Property Address that requires the building permit:

BP-1 (3/99)

LAWS OF NEW YORK, 1998

<p><i>Sworn to before me this _____ day of</i></p> <p>_____, _____.</p> <p>_____ <i>(County Clerk or Notary Public)</i></p>

315-769-6803
FAX 315-769-0257

**Village and Town of Massena
Building Department**

Town Hall Building
60 Main Street
Massena, NY 13662

**NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION,
PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION IN
RESIDENTIAL STRUCTURES**

(In accordance with Title 19 NYCRR PART 1265)

TO: *Massena Building Department*

OWNER OF PROPERTY: _____

SUBJECT PROPERTY (ADDRESS AND TAX MAP NUMBER):

PLEASE TAKE NOTICE THAT THE (CHECK ALL THAT APPLY):

- New Residential Structure
- Addition to Existing Residential Structure
- Rehabilitation to Existing Residential Structure

TO BE CONSTRUCTED OR PERFORMED AT THE SUBJECT PROPERTY REFERENCE ABOVE WILL UTILIZE
(check each applicable line):

- Truss Type Construction (TT)
- Pre-Engineered Wood Construction (PW)
- Timber Construction (TC)

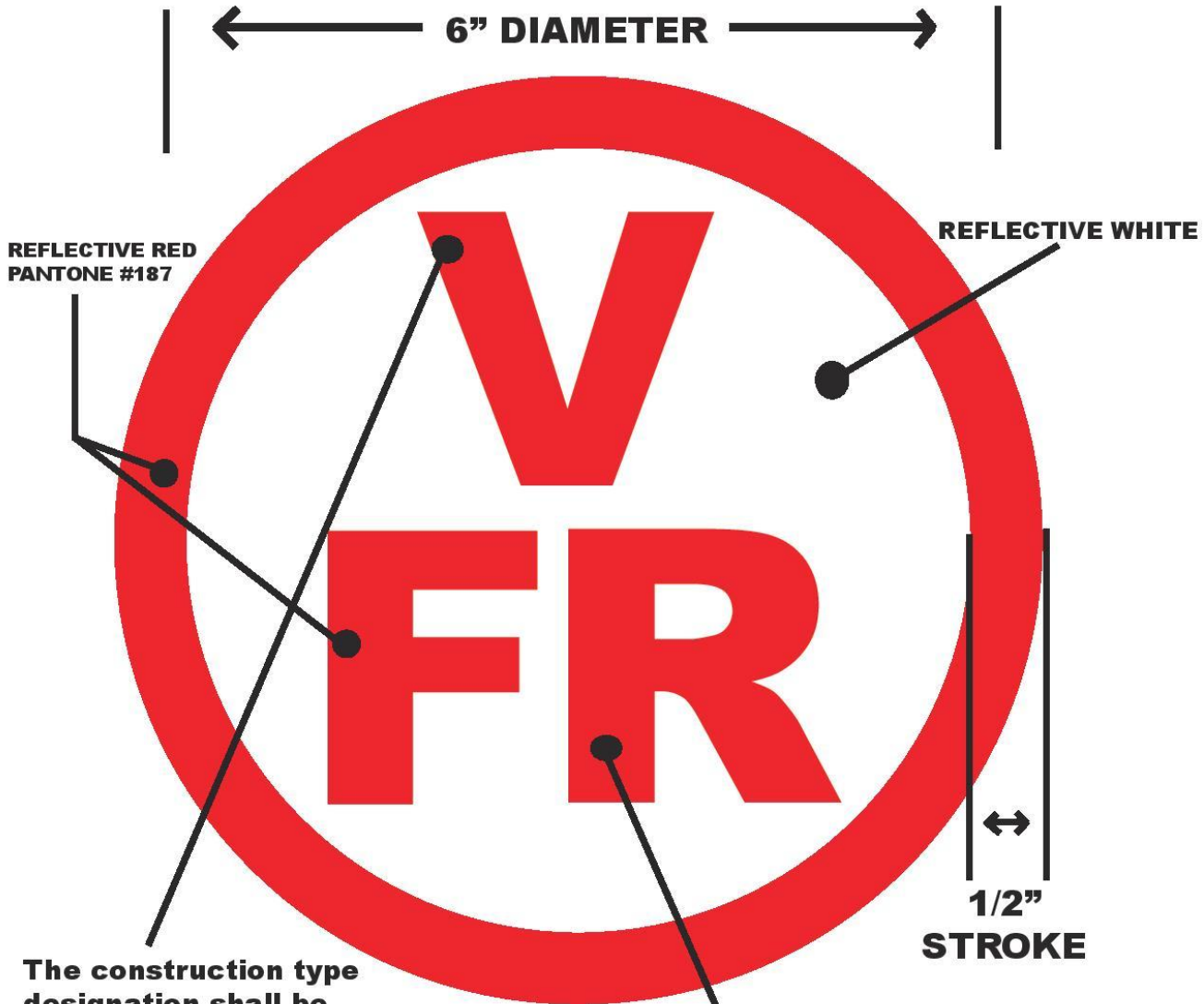
IN THE FOLLOWING LOCATION(S) (CHECK APPLICABLE LINE):

- Floor Framing, Including Girders and Beams (F)
- Roof Framing (R)
- Floor Framing and Roof Framing (FR)

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

CAPACITY (Check One): Owner Owner's Representative



The construction type designation shall be "I", "II", "III", "IV" or "V" to indicate the construction classification of the structure under section 602 of the BCNYS

DESIGNATION FOR STRUCTURAL COMPONENTS THAT ARE OF TRUSS TYPE CONSTRUCTION

"F"	FLOOR FRAMING, INCLUDING GIRDERS AND BEAMS
"R"	ROOF FRAMING
"FR"	FLOOR AND ROOF FRAMING

