

Village of Cohocton
PO Box 330 / 15 S Main St
Cohocton, NY 14826
585-384-5252
www.cohoctonny.com

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Date Recd: _____
Fee Pd: _____
How Pd: _____
Recd by: _____
Permit #: _____

BUILDING / ZONING PERMIT APPLICATION

Please review all pages.

The application **will not** be processed until all required documents and fees are submitted!

IDENTIFICATION

OWNER NAME: _____ Phone #: _____

MAILING ADDRESS: _____

PROJECT LOCATION

FIRE #: _____ STREET NAME: _____

Nearest Cross Street: _____

Parcel Tax Map #: _____

CONTRACTOR INFORMATION

NAME: _____ Phone #: _____

MAILING ADDRESS: _____

Must include proof of Contractor's Worker's Compensation Insurance & Liability Insurance with application!

TYPE OF CONSTRUCTION OR IMPROVEMENT

Underline all that apply

Comm. Bldg Family Dwelling Shed Garage Pool Demolition – Must include Asbestos Survey!
Sign Siding Roof Deck Fence Addition Alteration Heating System Wood / Pellet Stove
Interior Renovation Replacement Windows Fire Repair Porch Water Heater Alarm System
Manufactured Home Multiple Family Residence Change of Use of Land or Bldg Electrical up-grade
Sprinkler System Accessory Structure Plumbing up-grade Septic System, new or replacement

Other, please describe: _____

Total value of construction – MUST include labor allowance! \$ _____

Typical construction in New York State is:

Residential - \$110 per Sq Ft Non-Residential - \$50 per Sq FT Commercial - \$135 per Sq Ft

Please include a copy of Contractor's quote if you have one.

MUST PROVIDE 2 (TWO) SETS OF ALL DOCUMENTS !!

**ADDITIONAL REQUIREMENTS ONLY IF CONSTRUCTING A NEW STRUCTURE
(OR PLACING A Manufactured Home)**

Must Provide Energy Code Compliance – RESCHECK or COMMCHECK Documentation if you heat bldg.

Must provide NYS Registered Engineer or Architect STAMPED Plans to include, but not limited to:

Foundation type, framing type, all building systems including heating, electrical and plumbing, total square footage, number of baths, number of stories, insulation, length and width, elevations, etc.

Must include a copy of tax map or survey showing location of all structures on lot with all set-backs clearly identified, location of on-site wastewater disposal system, and names of all adjoining property owners.

Must include a statement on plans that “All work will comply with the New York State Uniform Code and the Energy Code of New York.”

Architect / Engineer Name: _____ Phone#: _____

Additional information required for Manufactured Home: All manufactured homes must have an Installer's Warranty Seal placed on the inside of the master bedroom closet door. A building permit will not be issued without knowing that the installer is certified to affix such a seal. Please provide a copy of the Installer's Certification from New York State Dept. of State.

Must also provide a copy of the Engineer's STAMPED Plans for the foundation system.

Must include HUD Plate Number and Manufacturer Name & Serial Number of each section of home, along with Make, Model and year of home.

ADDITIONAL REQUIREMENTS FOR:

Interior Renovation // Alteration // Addition // Windows // Fire Repair

If work is to exceed \$20,000, you need to supply a copy of the Engineer's or Architect's STAMPED Plans.

If work is less than \$20,000, you need to supply a drawing (need not be to scale) showing area of work and type of work, I.E.: size and location of joists, studs, rafters, windows, doors, piping, fire exits, etc.

If addition increases the TOTAL square footage of structure to exceed 1500 SQ FT, you need to supply a copy of the Engineer's or Architect's STAMPED Plans.

If doing gas piping or electrical work – these will need to be inspected by Utility-approved Inspectors and you need to supply a copy of their inspection after installation to the Building Inspector. They may charge for these inspections and those fees are your responsibility.

Must include a copy of tax map or survey showing location of all structures on lot with all set-backs clearly identified, location of septic system, and names of all adjoining property owners.

ADDITIONAL REQUIREMENTS FOR:

SIGN // POOL // FENCE // SHED // DECK // GARAGE // DEMOLITION

Must include a copy of tax map or survey showing location of all structures on lot with all set-backs clearly identified, location of septic system, and names of all adjoining property owners.

Must provide a drawing (need not be to scale) showing area of work and type of work, I.E.: size and location of item, type of construction, depth of footers, location of electric service, etc.

ALL POOLS or hot-tubs **capable of** holding 24” or more of water **MUST HAVE** an alarm and be surrounded by a fence a minimum of 48” tall with self-closing gate, or shall be enclosed within structure

DEMOLITION – You must supply a copy of the Asbestos Survey, as required in Code Rule 56 if you hire ANY Employees or Contractors to perform any work OR before Fire Department may burn structure!

**ADDITIONAL REQUIREMENTS FOR:
SEPTIC SYSTEM – New or Replacement**

On-site Wastewater Disposal System (Septic) **MUST BE** designed by NYS Registered Engineer or Architect, they must also inspect installation and certify that system was installed as per original design. You shall provide a copy of design print with application to the Building Inspector and copy of engineer's certification letter to the Building Inspector after installation is complete.

**ADDITIONAL REQUIREMENTS FOR:
Upgrading or Replacing existing Appliance, Covering, or System**
Porch, electrical, plumbing, roof, siding, heating system, water heater, etc.

Identify Existing: _____

Identify New: _____

Please provide Manufacturer's Installation Manual at time of inspection so Building Inspector can check for proper installation, clearances to combustibles, piping requirements, etc.

ADDITIONAL REQUIREMENTS FOR ALL OTHER USES:

Change of use of Land or Structure:

Current use: _____

Proposed Use: _____

Sprinkler or Alarm System:

You must provide a copy of Manufacturer Documentation to Building Inspector along with lay-out of system. Installers **MUST BE** Licensed to perform installation in New York State!

Solid-Fuel Burning Device:

Wood // Pellet // Coal // Corn // Outdoor unit, etc.:

Include copy of venting requirements and unit specifications with application

**If you will be doing ANY excavating or digging for your project –
CALL 1-800-962-7962 at least three days of advance of beginning work.
Penalties up to \$7,500 PLUS cost of repairing underground lines if you do not!!**

REQUIRED INSPECTIONS

If your project has any of the following elements, you **MUST** notify the Building Inspector at least 48 hours in advance of any inspection and Permit Holder shall notify Building Inspector when work is ready for inspection.

Work shall remain accessible and exposed until inspected and accepted by Building Inspector!

Footers; Foundation; Preparation for Concrete Slab; Structural Elements; Framing; Insulation and Compliance with Energy Code; Electrical; Plumbing; Septic; Heating, Ventilation, Air-Conditioning System; Fire Resistant Construction; Fire Resistant Penetrations; Solid Fuel Burning Heating Appliances, Chimneys, Flues, or Gas Vents; and Final Inspection after all work authorized by the Building Permit is complete.

Use of the building, item, or project is **NOT PERMITTED** until after the Final Inspection and Building Inspector has approved work and has issued a Certificate indicating Compliance with NYS Uniform Code.

CHECKLIST

Documents to be included:

Completed Application, Permit Fee, Engineered Plans (if applicable) or Drawings, Contractor’s Insurance Documents, Contractor’s Job Quote (if available), Manufacturer’s Specifications (if applicable), Survey or Plot Plan, Manufactured Home Installer’s Certification (if applicable), Asbestos Survey (if applicable), Energy Code Compliance Documentation (if applicable)

Permits required for:

New Construction & Additions, Demolition, Manufactured Home Placement, Shed & Out Buildings, Pools & Hot Tubs, Fences, Roofing & Siding Replacement, Structural Renovations – including Interior Renovations, Decks, Gazebos, Signs, Solid Fuel Burning Appliances, Heating Systems, Sprinklers and Fire/Smoke Alarms, Change of Use of Land or Structure, Septic System

Work must begin within six months and a permit is good for **ONE YEAR**. If your project is not completed within that time, you will need to apply for an extension of time – maximum of two extensions will be allowed.

NOTE: Plans, application and all supporting documents that you submit to the Building Inspector are considered to be public information. Portions of the information will only be classified as non-public if you provide specific reasons that would lead the Building Inspector to conclude that they are Trade Secrets.

The owner **MUST FILE** any new construction with County of Steuben 911 Department at 607-664-2991.

SEE ATTACHED FEE SCHEDULE

I hereby acknowledge that:

I am the owner of the above described property or structure; this information is complete and accurate; that all work will be in conformance with the local laws, ordinances and codes of the Village of Cohocton; that all work will be in conformance with the Energy Code of New York State; that all work will be in conformance with the Uniform Code of New York State; I understand this is an application and not the actual permit and work is not to commence without first obtaining such permit; I give Legal Consent to the Building Inspector to perform all required inspections during normal business hours; that no work will be enclosed or concealed unless Building Inspector gives authorization to do so; that I will not use the property or structure illegally or for purposes other than those listed on this application, offering a false instrument for filing in the first degree is a class E felony.

SIGNATURE: _____ **DATE:** _____

FEE SCHEDULE

Fees will be based upon local building construction factor at Full Market Value

A. Zoning Permit – Required on ALL but Maintenance	\$ 5.00
B. Solid Fuel Burning Device	25.00
C. Heating System &/OR Chimney	25.00
D. Manufactured Home	45.00
E. Septic Installation	45.00
F. Swimming Pool	
Above-ground	20.00
In-ground	Same as Building Permit
G. Demolition of Existing Structure	No Charge
H. Maintenance Permit as defined by the Board	No Charge
I. Rental Unit Inspection	10.00
J. Annual Fire & Safety Inspection	10.00
K. Variance Application	25.00
L. Any Building Construction not specifically mentioned above:	
Up to \$2000 of valuation	35.00
Over \$2000 of valuation	35.00 for the first \$2000,
	Plus \$2.00 for each additional \$1000 or fraction thereof
\$20,000 of valuation and up	71.00 PLUS \$1.00 for each
	Additional \$1000 or fraction thereof
M. Agricultural Building	Same as Building Permit, unless:
Used SOLELY for income-producing purposes	No Charge
N. Amendment to previous permit	10.00
O. Refund if permit is NOT approved:	
Before work commences	100%
After work commences	50%
P. Renewal of Permit, if work is not completed within 1 year:	No Charge; HOWEVER if
There is a change in the scope of original permit, then 50% of cost of original permit	
Maximum of 2 (two) renewals	

*These fees are exclusive of any other fees or charges incurred in construction projects as may be otherwise mandated by State or Federal Law, Rules or Regulations. Fees include all required inspections performed by the Building Inspector **ONLY!** Some projects may require inspections or testing by others and those fees are **NOT** included in the above fee schedule.*

Any changes to the original plans or specifications filed with the original permit application **MUST BE Approved** by the Building Inspector before any changes may be incorporated into the project.

**BEGINNING A PROJECT WITHOUT A PERMIT?
ALL FEES SHALL BE DOUBLED!**