

RESIDENTIAL
BUILDING PERMIT APPLICATION PACKET

READ ALL INFORMATION CAREFULLY AND COMPLETE ALL FORMS.

1. Provide proof of ownership of the property where the project will take place. If you are not the owner provide proof of owners permission for the project.
2. For new building, provide a site plan drawn to scale or survey map showing locations with measurements where buildings, sewer system, wells, ponds, streams, property lot lines, neighbors, etc. are in relation to your proposed building or addition.
3. Provide two (2) complete sets of construction documents that define the scope of the work, which include project plans, (one set will be returned to you to be kept at the work site.) with details and specifications with site elevation and snow load calculations, window and door schedules, foundation, framing, electrical, heating, ventilation, air conditioning plans and to scale plumbing isometric drawings. All plans & specifications must show compliance with the Energy Code if building is to be heated or cooled. Energy code. compliance information can be achieved using the web site at www.dos.state.ny.us/code/energycode/nyenergycode.htm Each construction document submitted for a permit must have the stamp of a NYS design professional on them.
4. Proof of Worker Compensation and Disability Coverage for all contractors & others that will be working on the project. This proof can be accepted only on specific forms.(Contractors contact insurance providers for those forms.)
5. For new buildings provide verification of your application to the Schuyler County Watershed Dept. at 535-7467 for sewer & water requirements if your property does not have municipal water & sewer available.
6. If this project is new construction on a presently vacant lot you must complete the **Request for 911 Emergency Management address numbers** and submit that along with you application.

NOTE, The construction and property maintenance codes we adhere to are The New York State Uniform Fire Prevention and Building Codes and can be found at www.townofdix.com and click on Code Officer and go to NYS Codes.

ALL FORMS MUST BE COMPLETED & ALL REQUESTED INFORMATION PROVIDED, THEN & ONLY THEN CAN CONSIDERATION FOR A PRMIT BE FORTHCOMING. ALLOW UP TO TWO WEEKS FOR REVIEW & ISSUE OF THE BUILDING PERMIT.

Town of Dix

BUILDING PERMIT APPLICATION INFORMATION

PROJECT LOCATION & INFORMATION:

Address of the building site _____
Tax map number of the property _____
Current use of the property _____
For work on existing building give occupancy classification of that building _____

OWNER INFORMATION:

Name _____ Address _____
City, State & Zip _____
Cell phone _____ Home Phone _____ Work phone _____

APPLICANT INFORMATION:

Name _____ Address _____
City, State & Zip _____
Cell phone _____ Home Phone _____ Work phone _____

PROPOSED WORK WILL BE ON A ___ New System ___ Addition ___ Alteration
___ Repair ___ Relocation ___ New structure.

The proposed use is ___ Residence ___ Garage ___ Storage or ___ Other (give explanation
of other use.) _____

Building dimensions ___ x _____. Number of stories _____ Sq. Ft. of all stories

Number of bath rooms ___ Number of bedrooms ___ Expected number of occupants _____

If a building conversion: the current use is _____
The proposed use is _____

If a new building system, what type: ___ electrical ___ heating ___ AC ___ back-up electric
Generator ___ hot water heater ___ water lines ___ DWV plumbing.

PERMIT APPLICANT: (PRINT NAME) I _____ affirm under
penalty of law that all statements made by me on this application are true.
Applicant's signature _____

**** CONTINUE TO THE NEXT PAGE; DO NOT WRITE BELOW THIS LINE - OFFICIAL USE ONLY ****
Official application received by _____ Date _____
Forwarded to _____
Special approval required by ___ Planning Board

PROJECT DESIGNERS AND CONTRACTORS

Designer:

Name: _____

Address: _____

City, State and Zip: _____

Phones: Office: _____ Cell: _____

General Contractor:

Name: _____

Address: _____

City, State and Zip: _____

Phones: Office: _____ Cell: _____

Electrical Contractor:

Name: _____

Address: _____

City, State and Zip: _____

Phones: Office: _____ Cell: _____

Plumbing Contractor:

Name: _____

Address: _____

City, State and Zip: _____

Phones: Office: _____ Cell: _____

Mechanical Contractor:

Name: _____

Address: _____

City, State and Zip: _____

Phones: Office: _____ Cell: _____

Other _____ Contractor:

Name: _____

Address: _____

City, State and Zip: _____

Phones: Office: _____ Cell: _____

Applicant supply extra sheets for any others that may be involved in the project.

ACKNOWLEDGEMENT

IMPORTANT NOTICE: THIS IS PART OF THE PERMIT APPLICATION AND MUST BE READ AND SIGNED PRIOR TO SUBMITTING YOUR APPLICATION FOR A PERMIT.

1. The “Permit” must be posted on the premises for which it was issued so as to be visible from the street or road nearest to the site of the work being conducted and authorized by the permit, and remain visible until the project is completed.
2. All building construction be it new or remodeling of residential, commercial or even agricultural must comply with the NYS Uniform Fire Prevention and Building Code, the Energy Code and Local Laws and Ordinances.
3. No construction debris, trash, garbage, materials or other items shall be buried on the premises. All must be properly disposed of at a land fill or by other authorized methods.
4. Each phase of the of the work listed on and authorized by the permit before it is covered-up must be visually inspected by the Code Enforcement Officer
5. All required inspections are listed on the “Permit “. It is the applicants responsibility to see that the Code Enforcement office is notified at least 48 hours prior to when inspection is needed at 607-535-7973 Monday thru Friday between 7:30 AM and 12:00 PM. or leave a message on the answering machine anytime.

WORK MUST NOT BE COVERED PRIOR TO INSPECTION OR THE COVERING MATERIALS MAY BE REQUIRED TO BE REMOVED AT THE OWNERS EXPENSE.

6. Only when each phase of work as listed on the permit, has been approved by the Code Enforcement Officer, can the work requiring inspection be covered.
7. A final inspection is required prior to moving into or occupying any space or using any appliance or equipment for which a permit was issued.(Such as a wood stove, swimming pool, a new home or an addition to a building.)
8. All parties involved in working on any project must meet the requirements for the Workers Compensation and Disability Insurance laws of NYS.

(print) I, _____, *hereby attest that I am the lawful owner of the property described herewith or I am the lawful agent of said owner and affirm under penalty of perjury that all statements made by me on this application are true.*

Signature of the above named applicant _____ *Date* _____

Town of Dix

Buildings designed and / or constructed must meet or exceed these requirements:

1. To withstand a roof snow load of 40 pounds per square foot for building site elevations up to 1000 feet above sea level. Sites at elevations above 1000 feet shall have their ground snow load increased 2 pounds per square foot for every 100 feet above 1000 feet.
2. To withstand a wind speed of up to 90 miles per hour.
3. To withstand a seismic tremor of Design Category Site B.
4. To withstand severe weathering conditions.
5. To withstand a frost depth of 48 inches.
6. To withstand moderate to heavy termite infestation.
7. To withstand moderate decay conditions.
8. To withstand a winter design dry bulb temperature of minus 2 degrees.
9. Provide a roof ice shield underlayment from eave edge up 24 inches inside exterior walls.
10. To withstand an air freezing index of 1367 .
11. Do not build in the flood hazard areas, mainly in Beaver Dams area along Post Creek and Shequaga Creek.