

BUILDING PERMIT APPLICATION WORKSHEET

Submission of a complete application will ensure timely processing of your request. In order to ensure submission of a complete application a list of required documentation is outlined below.

Item	Received		
	Yes	No	N/A
Survey map of property: <i>Required for all new lots, new house projects, subdivisions, site plan approvals and variance requests.</i>	___	___	___
Deed or Purchase offer for property: <i>Required for any property recently purchased to ensure ownership.</i>	___	___	___
Site plan from a New York State licensed engineer: <i>Required for site plan approval, commercial projects, subdivisions, and some new residential projects.</i>	___	___	___
NYS stamped blueprints: <i>Required for all new houses, commercial buildings, and additions costing more than \$20,000.</i>	___	___	___
NYS stamped septic plans: <i>Required for all new houses, commercial projects, and alternative systems.</i>	___	___	___
Driveway permit from NYS DOT: <i>Required for any project that requires a new or modified driveway on a State Rd.</i>	___	___	___
Proof of liability and worker's compensation insurance for all contractors performing work on site, or, <i>We can no longer accept ACORD forms for worker's comp</i>	___	___	___
Valid exemption from Liability and Worker's Comp: If Yes, explain _____	___	___	___
Other _____	___	___	___

Notes: _____
