

TOWN OF SENECA
BUILDING AND ZONING APPLICATION

Name of Applicant _____ Date _____

Address _____ Phone# _____

Application is hereby made for a () Permit, () Site Plan, () Subdivision

To: () Construct, () Remove, () Alter, () Replace, () Repair, () Create

A: () Temporary or () Permanent, () Structure or () Use

On land located at () Same or _____

Zoning District _____ Tax map # _____

Present use of property _____

Description of proposed construction and/or use: _____

Size of improvement _____ sq. ft., Estimated cost: _____

Yard setback: Front (to ROW) _____, Rear (to property Line) _____

Side (widest) _____, Side (narrowest) _____

The undersigned agrees that to the best of their knowledge and belief the statements contained in this application, together with any plans and specifications submitted herein, are a true and complete statement of all proposed work or use to be done on the described premises. All provisions of the NYS Fire Prevention and Building Code, the Town of Seneca Zoning Law, and all other laws, rules and regulations pertaining to the proposed work or use shall be complied with, whether specified or not, and that such work or use is authorized by the owner. The undersigned understands that the granting of any permit shall not be construed as adoption by the Town of Seneca of any plans, specifications or construction methods of permittee and the granting of any permit shall create no liability on the part of the Town. The undersigned hereby grants permission for the Code Enforcement Officer to enter the property and structure, as he deems necessary to inspect the same for compliance with applicable Codes and Laws. Unless prohibited in writing the undersigned also grants permission for the Town Assessor to accompany the Code Enforcement Officer during final inspection to allow a visual inspection of new construction as outlined in this application.

Signature _____ Date _____

Owner Name(if different from applicant) _____

Address _____

Signature _____ Date _____

Approved () Permit # _____ Fee Received \$ _____

Not Approved () Reason: _____

Variance Requested: Yes (), No ()

Code Enforcement Officer _____ Date _____

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.

<i>Item</i>	<i>Received</i>		
	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: _____
