



Residential Building Permit Application

Town of Caroline

PO Box 136 - 2668 Slaterville RD, Slaterville Springs, NY 14881
 CodeOfficer@TownofCaroline.org Phone: 607-539-6400 ext. 3

New Build Addition Alteration Deck Other Residential Commercial

Existing Use

Brief Description of Proposed Work & Use

Value of improvements, including fair market labor, for repairs, alterations and additions \$ _____

Property Address: _____ **Tax Parcel #:** _____

OWNER
Two officers if a corporation

CONTRACTOR
Contact Person

Name		
Mailing Address		
City/State/Zip		
Daytime Phone		
Email		

Proof of insurance: Contractor's GL WComp/DBL/NYPFL (C-105.2 & DB-120.1) or if Exempt CE-200
 More info: <http://www.wcb.ny.gov/content/main/Employers/busPermits.jsp>

Additional Information Provided (if not required cross out, if not certain check with Code Enforcement Dept):

- Plans & specifications (2 sets required, 1 will be returned after review)
- Site plan Survey Septic Permit Well Permit/Driller's certificate Driveway Permit
- Heat loss (Manual J) Other documentation _____

Energy Code Compliance: Prescriptive RES/COMcheck _____

Stamped plans required EXCEPT for new residential construction up to 1,500 SF OR alterations costing under \$20,000 which do not involve structural changes or public safety

Will Trusses, Timber or Pre-engineered wood be used?

- No
- Yes – a completed **Residential Truss Notice Form** is required to be submitted with the application

PROJECT INFORMATION

	Existing	Proposed
# Stories		
# Dwelling Units		
Building height above grade plane		
Water (well, public)		
Septic or Sewer		
Sprinkler (Yes or No)		
Occupancy Class		

FLOOD ZONE & EROSION CONTROL

In what flood zone is the property located? A B C (flood map <https://msc.fema.gov/portal>)

>Will there be land disturbance between ½ acre and 1 acre OR within 50' of any perennial stream, intermittent watercourse or wetland already mapped by DEC/Army Corps or survey? No Yes – a brief written plan for erosion control is required. See **Town Notification of Land Disturbance form**.

>Land disturbance more than 1 acre? No Yes – a SWPP is required, see **Local Law No2 of 2007**

APPLICATION CERTIFICATION STATEMENT

I am the owner or agent of the owner of the property described in this application. I hereby apply for a permit to perform the work described in this application and on the attached plans, specifications and other documents. I will comply with all provisions of applicable ordinances, codes and regulations in the performance of this work whether specified herein or not.

Any amendment to this application, plans, specifications or other documents upon which this permit was issued will be filed with the Building Department for approval before such changes are made in the actual work.

I hereby request that all work be inspected and approved by the appropriate inspectors and will perform the work in a timely manner to obtain a Certificate of Compliance or Occupancy (as appropriate).

I understand that the granting of any permit creates no liability on the part of the Town and, by acceptance of any permit, agree to indemnify and hold harmless the Town from any and all claims for personal injury and property damage arising from the operations of or construction by permittee.

By my signature I certify I have read and understand the above paragraph.

Owner Signature (REQUIRED) _____ Date _____

Contractor Signature (if applicant) _____ Date _____

What's next? Your application will be reviewed and you will be notified if additional information is needed. Your plans will also be reviewed for compliance and you will be advised of any items of concern. Once this is done to the satisfaction of the CEO, a Building Permit will be issued.

FOR TOWN USE ONLY

Application Received date _____ Payment \$ _____ Date _____ Application # _____
 Additional information needed to process application?

APPROVED permit # _____ PERMIT DENIED – Attach denial letter