

**Town of Caroline  
CODE ENFORCEMENT**

Box 136 - 2668 Slaterville RD  
Slaterville Springs, NY 14881  
(607) 539-6400 Ext. 3  
CodeOfficer@TownOfCaroline.org

# GENERAL BUILDING PERMIT APPLICATION

**Property Address:** \_\_\_\_\_ **Tax Parcel #:** \_\_\_\_\_

OWNER Two officers if a corporation

CONTRACTOR Contact Person

Name		
Mailing Address		
City/State/Zip		
Daytime Phone		
Email		

Residential  Commercial

New Build  Addition  Alteration  Deck  Other \_\_\_\_\_

**Existing Use**

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**Brief Description of Proposed Work & Use**


Value of project, including fair market labor and materials \$ \_\_\_\_\_

Will your work disturb (excavation, clearing, grading, etc.) ½ acre of land or more? Yes No

Additional Information Provided (if not certain check with Code Enforcement)

**Insurance:**  Contractor's GL  WComp/DBL/NYPFL (C-105.2 & DB-120.1) or  Exempt CE-200

Plans & specifications (2 sets required, 1 will be returned after review)

Site plan / Survey  Septic Permit  Well Permit/Driller's certificate  Driveway Permit

Energy Code Compliance:  Prescriptive  RES/COMcheck  n/a reason \_\_\_\_\_

Heat loss (Manual J)  Duct design  HVAC equip info  \_\_\_\_\_

**PROJECT INFORMATION**

	Existing	Proposed
# Stories		
# Dwelling Units		
Sprinkler (Yes or No)		
Occupancy Class		

**Remote Visual Inspections (RVI)**

Applicant hereby consents to the use of the remote inspections. Is responsible for their own safety during the remote inspection. Allows the complete use of the videos and photos of the remote inspection by the AHJ. Certifies they will make available the site and inspection items truthfully and to the best of their ability. Is responsible for compliance with all codes and standards applicable to the project. Acknowledges that participation in the remote inspection program is voluntary and the decision to perform an RVI is at the sole discretion of the AHJ.

**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? You will be notified if additional information is needed. Complete applications will be reviewed for compliance and you will be advised of any items of concern. Once the documents demonstrate code compliance to the satisfaction of the CEO, a Building Permit will be issued.*

**FOR TOWN USE ONLY**

Application Received date \_\_\_\_\_ Fee \$ \_\_\_\_\_ Paid?  Application # \_\_\_\_\_

Property in flood zone per County GIS? No Yes

Trusses, heavy timer, engineered structural components? No Yes – Truss notice needed

Additional information needed to process application?

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APPROVED       PERMIT DENIED – Attach denial letter