



Application for Building and Zoning Permit

Town of New Lebanon
PO Box 328
New Lebanon, New York 12125
Phone: 518.794.8884
Fax: 518.794.9694

Tax Map No.: _____
Application No.: _____
Zone District: _____

Date: _____
Expires: _____
Est. Cost: _____

A PERMIT MUST BE OBTAINED BEFORE BEGINNING WORK

Answer all of the following. The undersigned hereby applies for a permit to do the following work, which will be done in accordance with the description, plans and specifications submitted, and such special conditions as may be indicated on the permit. All construction will be in accordance with the Building Code of New York State and other applicable laws/regulations.

APPLICANT INFORMATION

Applicant Name: _____ Mailing Address: _____
Site Location (911 Address): _____ Phone: days: _____ eves: _____ cell: _____
Nearest Crossroad: _____

PROPERTY OWNER INFORMATION

Property Owner Name: _____ Phone: days: _____ eves: _____ cell: _____
Mailing Address: _____

NATURE OF PROPOSED WORK

- | | | | | |
|--|-----------------------------------|-------------------------------------|--|--|
| <input type="checkbox"/> New Structure | <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration | <input type="checkbox"/> Replace | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Business Sign | <input type="checkbox"/> Fence | <input type="checkbox"/> Pool/Pond | <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Retail Business |

OCCUPANCY: _____ Unit Dwelling Accessory Building Agricultural Bus/Ind. Other _____

Project Use/Description: _____

Ht: _____ Width: _____ Length: _____ Floor Area _____ Total Sq. Ft: _____

CONTRACTOR INFORMATION

General Contractor: _____	Phone: _____
Plumber: _____	Phone: _____
Electrician: _____	Phone: _____
Architect/Engineer: _____	Phone: _____

New York State licensed architect plans attached? (2 sets required) Yes No Other plans attached? Yes No

Plot plan must be attached showing all property lines, structures, well, septic and all planned setback [front, side & rear]

Wetland/Protected Stream/Floodplain Exists? Yes No

I hereby apply under the Zoning Ordinance of the town of New Lebanon, NY and the NYS Fire Prevention & Building Code for a permit to construct or alter a building and/or accessory structure as set forth above. I have arranged for the necessary Workman's Compensation insure and provided the attachments shown on the reverse. I grant the Building Inspector and/or Zoning Officer permission to enter the property for required inspections.

I certify that the statements herein contained are true to the best of my knowledge and belief and I have read the instruction on the reverse side of this application.

Signature of Applicant _____

INSTRUCTIONS:

Two sets of plans and specifications for the proposed work shall be submitted with the application, and specification shall be in accordance with the State Education Law, Section 7307 and 7209. This law requires the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted, EXCEPT for farm buildings, residential buildings of fewer than 1,500 gross sq. ft. or to alterations costing under \$20,000.00. The applicant may request that the requirements of plans and specifications be waived where the work to be done involves minor alterations or are otherwise unnecessary.

A driveway cut MUST be approved from the appropriate department. For a town road, the Highway Superintendent must approve. For a County road the County Highway Dept. must approve. For a State highway, NYS-DOT must approve. Approval must be obtained before a building permit is issued.

The applicant shall notify the Code Enforcement Officer of any changes in construction contained in the application during the period for which the permits in effect. A permit shall be issued when the application has been determined to be complete and when the Uniform Code and the driveway cut is approved. The authority conferred by such permit may be limited by conditions, if any, contained therein. A building permit issued pursuant to this part shall be prominently displayed on the property or premises to which it pertains.

A building permit issued pursuant to this part may be suspended or revoked if determined by the CEO that the work to which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit, or if there has been a misrepresentation or falsification of a material fact in connection with the application for the permit.

A building/zoning permit issued pursuant to this part shall expire one year from the date of issuance or upon the issuance of a Certificate of Occupancy (other than a temporary C/O), whichever occurs first.

The permit may, upon written request, be renewed for successive one year periods, provided that (1) The permit has not been revoked or suspended at the time of the application for renewal is made; (2) The relevant information in the application is up to date; (3) The renewal fee is paid.

A third party electrical inspection company is required for all electrical work.

You must contact this office after each stage of construction completion so that the required inspections may be scheduled. Failure to do so may result in fines, a stop work order and/or legal action. A final Certificate of Occupancy or Certificate of Compliance can only be issued when all of the required inspections have been made. Absolutely no one is to occupy this building without first obtaining a Certificate of Occupancy/Compliance.

Zoning Officer Review

Date Received: _____

Approved & Referred to the Building Inspector for Building Permit Issuance

Approved does not need to be referred to the Building Inspector

Application does not require Zoning Review and has been directly referred to the Building Inspector

Application Denied Referred to ZBA Reason for denial: _____

Fees	
Amt:	_____
Date:	_____
Ck No:	_____
Receipt No:	_____

If denied, you may appeal the denial to the Zoning Board of Appeals by filing a written appeal on the form available from the Planning & Zoning Clerk within sixty days after the date of the denial, specifying the grounds thereof and the relief sought.

ZBA Approved Date of ZBA Approval: _____ Special Conditions: _____

Zoning Officer Signature: _____ Date: _____
Kent J. Pratt

Building Inspector Review

Date Received: _____

Approved Denied Referred to ZBA Reason for Denial: _____

Fees	
Amt:	_____
Date:	_____
Ck No:	_____
Receipt No:	_____

Building Inspector Signature: _____ Date: _____
Kent J. Pratt

Attachments and Instructions

Attachments Provided by Applicant:

- | | |
|---|--|
| <input type="checkbox"/> Construction Plans | <input type="checkbox"/> Proof of Insurance |
| <input type="checkbox"/> Plot Plan | <input type="checkbox"/> Constr. Debris Removal Doc. |
| <input type="checkbox"/> Health Dept. Approval | <input type="checkbox"/> Sign Details |
| <input type="checkbox"/> Driveway Approval Doc. | <input type="checkbox"/> Subdivision Map |
| <input type="checkbox"/> Floor Plan | |

Instructions Provided to Applicant:

- | | |
|---|--|
| <input type="checkbox"/> Ponds/ Pools | <input type="checkbox"/> Res. Constr. Requirements |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Electrical Inspectors. |
| <input type="checkbox"/> Setbacks | <input type="checkbox"/> Sign Requirements |
| <input type="checkbox"/> Dig Safely Info. | <input type="checkbox"/> Home Occ. Requirements |
| <input type="checkbox"/> Other _____ | |