

Read Instructions on reverse before completing this application

1. Applicant's Name:			Daytime Phone Number:		
2. Street Address Applicant (Check One Box)			City, State, Zip		
	☐ Property Owner ☐ General Contractor ☐ Other (Specify) _____				
3. Provide Project Location Information:					
A. County			Street Address		
B. City, Town, Village			Or		
C. Map No. (Assessor's Office)			Directions		
4. Provide Name, Addresses and Telephone Numbers of Individuals Named below (<i>Use Additional Sheets if required</i>)					
A. Property Owner		B. Architect or Engineer		C. General Contractor/Builder	
5. Contractor Insurance:					
Worker's Compensation & Disability Benefits Secured by Contractor					
Wages to be Paid		Yes		No	Policy Number:
6. Project Cost Estimate: (See Instructions)			Number of Square Feet:		
7. Check all Items that Apply to the Names Project:					
☐	New House/Building	☐	Garage/Port	☐	Addition
☐	Mobile Home	☐	Storage Shed	☐	Alterations
☐	Manufactures Home	☐	Swimming Pool	☐	Relocation
☐	Masonry Chimney	☐	MFG Chimney	☐	Deck
					Change of Use
					Demolition
					Solid Fuel
					Septic
8. A. Is the Site within Flood Plain?					Yes ☐ No ☐
B. Is the Site in whole or in part a designated Wetland?					Yes ☐ No ☐
C. Is the site under APA Jurisdiction?					Yes ☐ No ☐
D. Is the Site under Local Zoning Jurisdiction?					Yes ☐ No ☐
E. "X" all the following that describe the provisions for water and sewer					
☐	Public Water System	☐	New Private Well	☐	Prior Existing Private Well
☐	Public Sewer System	☐	New Septic System	☐	Prior Existing Sewer System
9. What will be the method of providing Heat?					
Primary:		Secondary:		None:	
10. Plans are (<i>See Instructions</i>)					
☐	Enclosed/Attached	☐	Shipped Separately	☐	Not Supplied
11. Has any work covered by this application been started or completed					☐ * Yes ☐ No
<i>*If yes, read instructions carefully and provide a description and explanation:</i>					
12. APPLICATION CERTIFICATION – I hereby certify that I have read the instructions and examined the same to be true and correct. All provisions of laws and ordinances covering this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or land use or the performance of construction.					
Signature of Applicant/Authorized Agent			Date:		
Consult instruction on attached sheet about appropriate fee. Mailing instruction are on reverse side. Make check payable to: TOWN OF MINERVA BUILDING CODE DEPARTMENT					
REQUIRED FEE:	\$	CHECK:		MONEY ORDER:	
				OTHER:	

BUILDING PERMIT APPLICATION INSTRUCTIONS

This form applies within communities where the Town of Minerva enforces the Uniform Fire Prevention and Building code (Uniform Code). Consult your local government officials to see if a zoning or other special permit is also required. Application procedure regulations are contained in Part 442, Title 19 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR); copies of which are available upon request. A permit will be issued when it is determined that the application is complete and the proposed work conforms to the requirements of the Uniform Code. The authority conferred with the permit may be limited by conditions. The Town of Minerva must be notified of any changes to information contained in the application during the period for which the permit is in effect.

A BUILDING PERMIT IS REQUIRED BEFORE commencing construction or other improvement, removal or demolition of any building or structure (including auction barns, farm residences, and other such structures) except as noted below; and **BEFORE** the installation of heating equipment.

A BUILDING PERMIT IS NOT REQUIRED for necessary repairs which do **NOT** involve material alteration of structural features, plumbing, electrical, or heating/ventilation systems; for agricultural buildings such as dairy barns and poultry houses, erecting fences, constructing non-commercial storage facilities under 140 sq. ft.; and for replacing roofing or siding materials.

ITEM INSTRUCTIONS FOR THE APPLICATION: (Items not listed are self-explanatory. For further assistance, contact the Building Code Department below).

3C. The Tax Map or property ID number can be obtained from the local assessor, by consulting the appropriate tax map, or through your county real property tax office. A certificate of Occupancy will not be issued without this number.

5. Worker's Compensation and disability benefits are necessary if wages are to be paid to anyone working on the project.

6. Project costs include the material and labor costs associated with the project work. Not included are architect, attorney, engineer, or other fees and land acquisition costs. If the project involves the installation of a mobile or factory manufactured home, do not include the purchase price of the unit. Project cost does include direct costs for wells, septic systems, electrical hook-ups, foundation systems, etc.

7. In unsure of class, check off "UNKNOWN" or refer to part 701, 19 NYCRR. Most new single-family homes are wood frame (Type 5).
8. Your Town Clerk may be able to help you determine if the project site is in a flood plain or is designated as a wetland. If not, or under APA jurisdiction, contact the nearest NYS Department of Environmental Conservation.
9. Enter Oil Hot Air, Oil Hot Water, Electrical Baseboard, and Wood, etc., as appropriate.
10. Plans and specifications describing the proposed work are to be submitted with the application, in accordance with the State Education Law, Sections 7307 and 7209. The original seal and signature of a licensed and registered architect or professional engineer must be affixed to all plans submitted; except residential building under 1,500 sq. ft. of living area, OR for alterations costing under \$10,000. Plans should include site work and landscaping, elevations, sections, dimensions, and schedules.
11. Undertaking activity that requires a building permit prior to obtaining such a permit is prohibited. In considering what action, if any, to take in specific cases, the Department will evaluate violations based on prior experience with the application and other relevant factors.
12. **APPLICATION FEE:** The appropriate application fee in the form of a check, money order or government voucher made payable to the Town of Minerva Building Code Department is required as indicated on the fee schedule attached

NOTHING contained in this permit shall be construed to satisfy any legal obligation of the applicant to obtain any governmental application or permit from any entity other than the Town of Minerva whether Federal, State, Regional or Local.

SEND THIS COMPLETED APPLICATION:

**TOWN OF MINERVA BUILDING CODE OFFICE
5 MORSE MEMORIAL HIGHWAY
PO BOX 937
MINERVA, NY 12851-0937**

**TEL: (518) 251-5133
FAX: (518) 251-5136**