



TOWN OF CHENANGO

BUILDING DEPARTMENT

1529 NYS Route 12, Binghamton, NY 13901 | 607-648-4809 Ext. 5



APPLICATION FOR BUILDING PERMIT

REQUIREMENTS FOR A BUILDING PERMIT

1. Two plot/site plan diagrams showing existing and proposed buildings/structures, the proposed work, dimensions, and distances from property lines and existing structures.
2. Two sets of drawings/plans, drawn to an appropriate scale, showing the scope, location, nature and extent of the work and enough detail to demonstrate compliance. Include structural, mechanical, electrical and plumbing information when applicable.
3. Any other submittal documents, information, or documentation required by the Building Department to determine compliance with the Uniform Code, Energy Code, Town requirements, and other applicable laws.
4. Construction documents prepared by a New York State registered design professional when required.
5. Required insurance documentation. (Liability, NYS Workman's Comp and NYS Disability).
6. Permit fee in accordance with the current Town of Chenango fee schedule.

NOTE: A digital copy will be required for site plans and construction documents.

NO WORK MAY BEGIN until the required building permit has been issued.

APPLICANT INFORMATION

Name (print): _____	Address: _____
Email: _____	Phone: _____
Applicant is: ☐ Owner ☐ Lessee ☐ Agent ☐ Architect ☐ Engineer ☐ Contractor	

PROPERTY INFORMATION

Property Address: _____	Tax Map #: _____	Zone: _____
Property Owner: _____	Owner Phone: _____	
Owner Address: _____	Owner Email: _____	
Existing Use / Occupancy: _____	Intended Use / Occupancy: _____	

NATURE OF WORK

Check all that apply: ☐ Addition ☐ Alteration ☐ Deck ☐ Demolition ☐ Electrical ☐ New Construction
☐ Pool/Hot Tub ☐ Roof ☐ Accessory Structure ☐ Solar ☐ Sign ☐ Other: _____

DETAILED DESCRIPTION OF PROJECT

Describe the proposed work, including sizes, materials and intended use:

Estimated Cost of Work (labor & materials): \$ _____	Total Project Area / Size: _____
Application Fee: \$ _____	Check Number: _____

Please see next page

PROJECT CONTACTS	
General Contractor: _____	Phone: _____
Address: _____	Email: _____
Electrician: _____	Phone: _____

INSPECTIONS: The permit holder is responsible for scheduling all required inspections and a final inspection. Work must remain accessible for inspection until approved.

APPLICANT CERTIFICATION	
I certify that the information in this application and the submitted documents is true and complete to the best of my knowledge. I agree to comply with all applicable laws, codes and approved plans. I understand that changes from the approved plans will require approval by the Building Department.	
Applicant Signature: _____	Date: _____
Property Owner Signature: _____	Date: _____

OWNER AUTHORIZATION: If the applicant is not the property owner, the owner's signature above authorizes the applicant to make this application on the owner's behalf.

FOR OFFICE USE ONLY	
This application is hereby: ☐ APPROVED OR ☐ DENIED	
CONDITIONS: _____	
COMMENTS: _____	
DATE: _____	SIGNED: _____