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. (Digital copy required)

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, energy and plumbing information when applicable. (Digital copy required)

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: Incomplete applications will not be reviewed or processed until all applicable requirements listed above have been satisfied, including required documents, plans, information, and fees.

Please allow a minimum of 10 business days for review and processing of a complete application. Additional time may be required depending on the complexity of the project, requested revisions, or additional approvals.

APPLICANT INFORMATION

Name (print): _____	**Address:** _____
Email: _____	**Phone:** _____

Applicant is: ☐ **Owner** ☐ **Tenant** ☐ **Agent** ☐ **Architect** ☐ **Engineer** ☐ **Contractor**

PROPERTY INFORMATION

Property Address: _____	
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:

Please see next page

Est. Cost of Work (labor & materials): $_____	**Total Project Area / Size: _____**

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

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. I understand that ***incomplete applications will not be reviewed or processed*** *until all building permit requirements have been satisfied, including required plans, documents, information, and fees. I understand that I should allow* ***a minimum of 10 business days*** *for review and processing once a complete application has been received. Additional time may be required depending on the complexity of the project or if revisions or additional approvals are necessary. I understand that submission of an application does not guarantee permit approval or issuance, and that no work may begin until the required building permit has been issued.*

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

Tax Map #: _____	**Zone: _____**
Application Fee: $ _____	**Check Number: _____**

This application is hereby: ☐ **APPROVED** ☐ **DENIED**

CONDITIONS: _____

_____

COMMENTS: _____

_____

DATE: _____	**SIGNED: _____**

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