

# Village of Waterville

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Codes Enforcement Officer - William Brown codes@villageofwaterville.org

## Building Permit Application Filing Instructions

A building permit shall be required for any work which must conform to New York State's Uniform Code and/or the Energy Code. An application for a building permit shall be examined to ascertain whether the proposed work is in compliance with the applicable requirements of the Uniform Code and Energy Code.

**NO PERSON SHALL COMMENCE ANY WORK UNTIL A BUILDING PERMIT IS ISSUED.**

Before the application for a building permit can be considered complete and ready for review, the applicant must file the following with the Code Enforcement Officer:

1. Building permit application must be completely filled out and signed. Enter N/A for any section that is not applicable. Prior to issuance of building permit, application must be reviewed by CEO and fee must be paid in full to the Village Clerk.
2. Proof of Workers' Compensation Insurance coverage and Disability benefits.
3. An application for an addition must include a site plan. Locate clearly and distinctly all buildings, whether existing or proposed, and indicate all setbacks with dimensions from property lines and existing and proposed buildings. Give lot dimensions according to deed and show location and name of address and street.
4. (a) For Residential building with more than 144 square feet and for all Commercial/Industrial building or additions, permit application must be accompanied by two complete sets of specifications and detailed construction plans bearing the authorized professional engineer or architect, licensed in New York State. Plans and specifications shall include a site plan and describe the nature of the work to be performed, the materials and equipment to be used and installed, and the details of the structure, mechanical, electrical and plumbing installation, and a sectional view for fireplaces from footer to top of chimney and stairs.  
  
(b) For Residential building or additions of less than 144 square feet and construction cost of less than \$20,000, permit application must be accompanied by two complete sets of plans. The plans can be free hand sketches and must show the dimensions of the building, rooms, windows, and doors. The plans do not have to be stamped set of drawings from a licensed engineer or architect. Each room must be identified as to its intended use. The plans must show enough information to show that the proposed construction complies with the New York State Building Code.
5. NOTE – for any accessory structure, setbacks are based on the regulations set forth by the Village of Waterville's land use laws.
6. For fence permits, a copy of an accurate survey map prepared by a licensed land surveyor and marked to show the precise location of the proposed fence on the premises in relation to the boundaries of the premises and all required setbacks are attached to this application.
7. The building permit shall contain a statement directing that all work shall be performed in accordance with the construction documents submitted and accepted by the CEO.
8. The CEO is allowed 10 business days to approve or reject the permit application.
9. No work covered by the permit application can start before the issuance and fee payment of the building permit.

10. An approved building permit shall be effective for a period of 12 months after the date of issuance. An extension may be granted by the CEO provided work has been started and no changes have been made to the original permit plans. Building permits shall become invalid unless the authorized work is commenced within 6 months. If work is not completed within the period allowed (including any granted extension), the CEO may order the owner of the premises to remove any structure and fill any excavation which the CEO deems detrimental to public health, safety, or welfare.
11. Upon the approval of the application, the CEO will issue the building permit to the applicant. Building permits shall be visibly displayed at the work site and shall remain visible until the authorized work has been completed. Permits, approved plans and specifications must remain on the premises available for inspection throughout the progress of the work.
12. Notify the CEO when work is ready for inspection. Refer to inspection schedule included with the building permit application.
13. No building shall be occupied or used for any means until the Code Enforcement Officer has granted a Certificate of Occupancy or Compliance.

**PLEASE REMOVE THESE INSTRUCTIONS PRIOR TO FILING THE PERMIT APPLICATION**

# Village of Waterville Building Permit Application

PERMIT # \_\_\_\_\_

COST OF PERMIT \$ \_\_\_\_\_

All sections of this application must be completed. Enter N/A for any section that is not applicable. Incomplete applications may cause a delay or rejection in permit issuance.

Type of permit requested:                      Building                      Demo                      Roof  
   Pool                      Fence                      Sign

## Project Location and Information

Street Address: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_                      Zoning District: \_\_\_\_\_

Current Use of Property/Building: \_\_\_\_\_

Proposed Use of Property/Building: \_\_\_\_\_

**Estimated Cost of Project: \$ \_\_\_\_\_**

## Owner Information

Owner's Name: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

City: \_\_\_\_\_                      State: \_\_\_\_\_                      Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_                      Work Phone: \_\_\_\_\_                      Cell Phone: \_\_\_\_\_

## Nature of work (check all that apply)

New Building                      Addition                      Alteration                      Renovation                      Change of Use  
Pool                      Fence                      Sign

## Type of use

Residential                      Commercial                      Industrial                      Other

## Type of Work (check all that apply)

Bathroom                      Furnace                      Deck                      Garage                      Porch                      Shed                      Kitchen  
Windows                      Siding                      Electrical                      Plumbing                      Heating Unit/Wood Stove  
Roofing                      Other (Description)

**Description of the proposed project:**

**Construction Type**

Wood            Steel            Masonry            Other

**Project Dimensions**

Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_ Square Footage: \_\_\_\_\_

Is the project in a flood zone?      Y      N      Is the project within 100' of any wetlands?      Y      N

**Contractor Information**

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor Telephone: \_\_\_\_\_

**Other Contractor Information (Electrical, Plumbing, Mechanical)**

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor Telephone: \_\_\_\_\_

**Architect Information**

Architect Name: \_\_\_\_\_ RA            PE

Architect Address: \_\_\_\_\_

Architect Telephone: \_\_\_\_\_ License No: \_\_\_\_\_

APPLICANT CERTIFICATION: I hereby certify that I have read the instructions and examined this completed application and know the same to be true and correct. All work done under this permit will meet the requirements of the New York State Uniform Fire Prevention and Building Code and all ordinances and regulations of the Village of Waterville. I also understand that the granting of this 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.

INSPECTIONS REQUIRED: I understand that I am responsible to ensure that the inspections listed in this permit application are performed as construction progresses and that in no case shall construction proceed beyond any required inspection until approved by the Code Enforcement Officer. I understand that failing to have a required inspection performed would constitute a violation which could result in an issuance of a Stop Work Order.

CONSENT TO ENTER PROPERTY: I recognize that by signing the application I am giving consent to the Village of Waterville's Code Enforcement Officer to enter the subject property for the purpose of obtaining information relevant to the processing of this application. I also understand that by acceptance of a Permit, I agree to allow the Code Enforcement Officer access to the properties covered by the Permit, at reasonable times, for the purpose of ascertaining compliance with the Permit.

Signature of Property Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

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For Use of the Code Enforcement Officer

This building permit application has been approved refused for the construction, reconstruction, or alteration of a building and/or accessory structure as set forth in the information provided in this application by the applicant.

Date of Permit Issuance: \_\_\_\_\_

Reason for refusal of permit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of CEO: \_\_\_\_\_

Date: \_\_\_\_\_

# PLOT/SITE PLAN

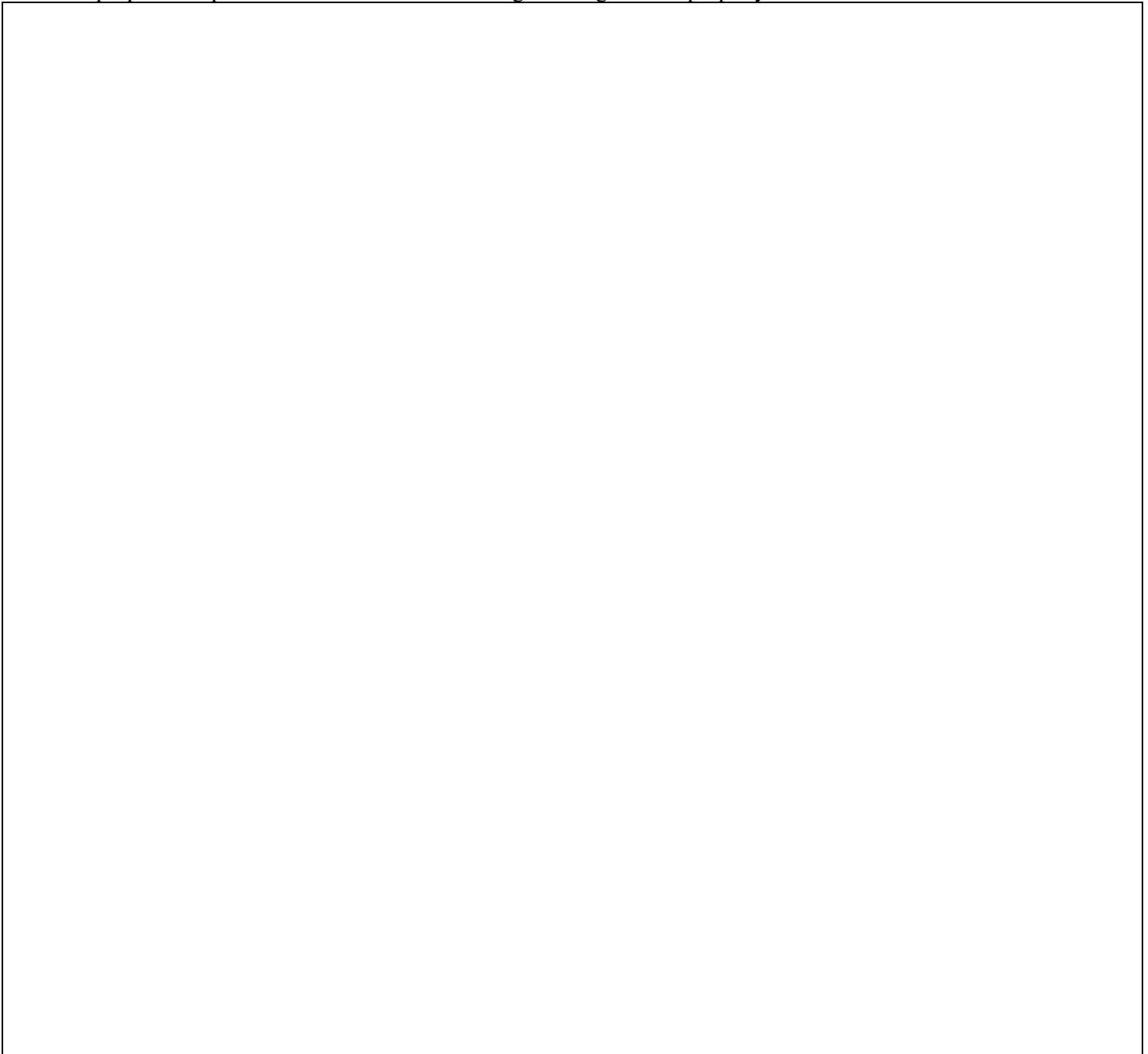
Tax Map ID: \_\_\_\_\_ Lot #: \_\_\_\_\_ Interior or Corner Lot: \_\_\_\_\_

Address: \_\_\_\_\_

Setbacks: \_\_\_\_\_ Feet – Front Yard      \_\_\_\_\_ Feet – Back Yard  
                  \_\_\_\_\_ Feet – Side Yard      \_\_\_\_\_ Feet – Side Yard

\*The Village of Waterville Land Use Law requires a minimum setback of 25 feet for front yard, 25 feet for back yard, and a total of 20 feet for both side yards with a minimum side yard setback of 8 feet (i.e., side yard (1) 8 feet, side yard (2) 12 feet, total setback for side yard (1) and (2) is 20 feet.)

Sketch of proposed improvements in relation to existing buildings and/or property lines.

A large empty rectangular box with a thin black border, intended for a sketch of proposed improvements in relation to existing buildings and/or property lines.

**INSPECTION SCHEDULE FOR NEW AND RENOVATION CONSTRUCTION  
ALL APPLICABLE INSPECTIONS LISTED BELOW ARE MANDATORY**

1. **WORK SITE** – Prior to the issuance of the building permit.
2. **FOOTINGS/POSTS** – To be placed on undisturbed soil, a minimum of 42” deep, formed on both sides of the concrete with 2 by X lumber, sized in accordance with the NYS Uniform Building Code. Forms are to be squared and leveled to fit the structure. Rebar is to be installed per ACI specs, each bar to be aligned under edges of foundation. Rebar is to be located one-third up in the forms and is to be supported on chairs or wire-tied to the forms, overlaps to be a minimum of 24” and tied on both ends. **CALL CEO BEFORE ORDERING CONCRETE OR FILLING POST HOLES.**
3. **FOUNDATIONS** – Foundation wall including sill plate, anchor bolts (10” in length, 6’ on center and 12” from the end of any section of sill plate), waterproofing, drainage tile, and exterior insulation **BEFORE BACKFILLING.**
4. **FRAMING** – Vertical and horizontal members, sub-flooring and wall and roof sheathing. Interior members after electrical and plumbing rough-ins and **BEFORE INSULATING OR ENCLOSING**
5. **MECHANICAL, CHIMNEYS, & FIREPLACES** – Are to be inspected **BEFORE ENCLOSING.** Must be approved before insulation or gypsum/drywall is applied. All heating devices are to comply with manufacturer’s specs.
6. **ELECTRICAL** – Rough-in electrical inspection is **REQUIRED PRIOR TO INSULATION AND/OR DRYWALL** is applied. **CEO needs to see the inspection approval from an approved electrical inspection agency.**
7. **PLUMBING** – Rough-in plumbing inspection is required **PRIOR TO INSULATION AND/OR DRYWALL** is applied.
8. **FIRE STOPPING** – Vertical and horizontal fire stopping after mechanical, electrical, and plumbing rough-ins.
9. **INSULATION** – Batting insulation must be inspected **PRIOR TO INSTALLING GYPSUM/DRYWALL.** If insulation is blown into attic or wall areas, vendor certification is required.  
**INSULATION OF BASEMENT** – Joise cavities downward to 48” below grade are to be insulated with minimum R-11; inside or outside. Fire rated material covering is required inside.
10. **FIRE SEPARATION** – Fire separations for attached garages are to be as follows: 5/8” type X gypsum wallboard on garage side of the partition between the garage and the house, and 5/8” or 1/2” gypsum on the house side. Complete coverage to underside of roof deck or entire garage ceiling coverage is required. Fasteners are to be 12 inches on center along framing members and counter sunk 1/32”. Where a room exists above the garage, all load bearing garage walls are to be covered with 5/8” type X gypsum wall board and the fasteners on the ceiling are to be 6 inches on center. **WALLBOARD MUST BE INSPECTED BEFORE FASTENERS ARE CONCEALED.**
11. **FINAL BUILDING INSPECTIONS** – Must be performed prior to occupancy or use. Final Electrical and Plumbing inspections should be scheduled prior to final building inspection. **CERTIFICATE OF OCCUPANCY must be obtained BEFORE OCCUPANCY OR USE TAKES PLACE.**
12. **AS-BUILT SURVEY** – An as-built survey (structure location plotted on final survey by a NYS licensed surveyor) is required for all new homes and projects involving variances and may be required for other projects.
13. This is a general inspection schedule and may not include all the required inspections that pertain to your individual project. Failure to have a required inspection certified by the Code Enforcement Officer will negate the issuance of a certificate.

**FAILURE TO COMPLY WITH THE INSPECTION SCHEDULE CAN RESULT  
IN THE ISSUANCE OF A STOP WORK ORDER.**