

Village of Port Dickinson

Building Inspector

786 Chenango St

Binghamton, New York 13901

Permit Application Checklist

1. Completed Application Signed and Notarized by contractor.
2. Property Owner's Statement Signed and Notarized.
3. Builder/Contractors statement

4. 2 Copies of Plot Plan showing proposed placement location with measurements to all structures. If the pins are not available the property owner shall provide a certified survey of the property. The pins shall be visible for the Building Inspector upon the inspection of the property, if not the application will be denied. (See Sample)
5. Contractors Liability Insurance with the Village of Port Dickinson named as Certificate Holder.
6. Contractors Workman's Compensation Insurance with the Village of Port Dickinson named as Certificate Holder. (Form U26.3 or C105.2). Accord forms are not acceptable. Home owners must supply a BP-1 form. Sole proprietors use NYS work mans comp office (form CE 200) Obtained from the NYS work mans comp office (www.wcb.state.ny.us).
7. 2 Copies of Detailed Drawings of the Proposed project with a list of materials being used. .
8. Scope of work

Application Fees are due upon the receipt (by the applicant) of an approved permit from the Building Inspector.

The application will be checked for accuracy, completeness and that it will adhere to all New York State Building Codes. A site visit will be conducted prior to the issuing of a permit by the Building Inspector.



<p style="text-align: center;">Office Use Only Created 04/29/10 Approved / Denied</p> <p>Date _____</p> <p>Permit # _____</p> <p>Fee _____</p> <p>Zoning _____</p>
--

Village of Port Dickinson
Building Inspector
786 Chenango St
Binghamton, New York 13901

Building Permit Application

Name
Address

Phone # Cell Phone #

Estimated Cost of Construction
Tax Map #
Existing Use of the Property

Contractor Name
Address

Phone # Cell Phone #

This information is true and correct, any changes, additions or omissions may void the permit and necessitate the submittal of a new application.

This project may be inspected at any time by the Building Inspector without prior notice. If there are any required inspections all work will cease until that inspection is complete and the Building Inspector has signed off on that inspection. This project will adhere to all New York State and Town of Fenton Building Codes.



Page 2 permit

Building Size Length _____ Feet Width _____ Feet Height _____ Feet

Heating Source if any. _____

Electrical Service if any. _____

The plans submitted meet the N.Y.S. Building code

Contractor Name Print

Contractor Signature

Sworn to before me this _____ day of _____, _____

Notary Public Signature

My Commission Expires _____ day of _____, _____

Notary Public Seal



Office Use Only
Created 03/24/08
Approved / Denied

Date _____

Permit # _____

Fee _____

Zoning _____

Village of Port Dickinson

Building Inspector

786 Chenango St

Binghamton, New York 13901

Property Owner Statement

I _____ as the property owner of _____
Tax Map # _____ . Either I or my representative is
applying for a permit to construct _____ on this property.

This information is true and correct, any changes, additions or omissions
may void the permit and necessitate the submittal of a new application.

Initial _____

The structure listed in this application cannot be occupied until the Building
Inspector issues a Certificate of Occupancy. The structure must meet all
New York State Building Codes and be fully completed. Initial _____

This project may be inspected at any time by the Building Inspector without
prior notice. If there are any required inspections all work will cease until
that inspection is complete and the Building Inspector has signed off on that
inspection. Initial _____

Property Owner's Name Print

Property Owner's Signature

Sworn to before me this _____ day of _____, _____

Notary Public Signature

My Commission Expires _____ day of _____, _____

Notary Public Seal



Office Use Only
Created 03/24/08
Approved / Denied
Date _____
Permit # _____
Fee _____
Zoning _____

Village of Port Dickinson
Building Inspector
786 Chenango St
Binghamton, New York 13901

Builder/Contractor's Statement

Project: _____

Location _____

I understand that it is the responsibility of my company to build to NYS Building Codes and if there are any questions I will obtain the needed information. Initial _____

I also understand that it my responsibility to research and obtain the required information and not that of the Building Inspector. Initial _____

I understand that it is our responsibility to schedule all inspections. (Prior planning will assist making the project easier for all of us.) The Building Inspector will attach the schedule to the permit. I understand it is my responsibility to notify the Building Inspector prior to any changes in plan or construction. The permit is granted on the information provided and the time of application. If permission is not granted prior to the start of work the permit is revoked. Initial _____

I understand that there will be a complete set of reviewed plans with the Building Inspectors initials available for the Building Inspector's review on site at all times. Initial _____



I understand that a certificate of occupancy will not be issued until the project is completely finished and inspected. Initial _____

I understand that all products will be installed as per the manufacturer's owner manual and that these manuals will be available on the job site. Initial _____

Print name _____

Signed _____

Date _____



Minimum Plot Plan Information

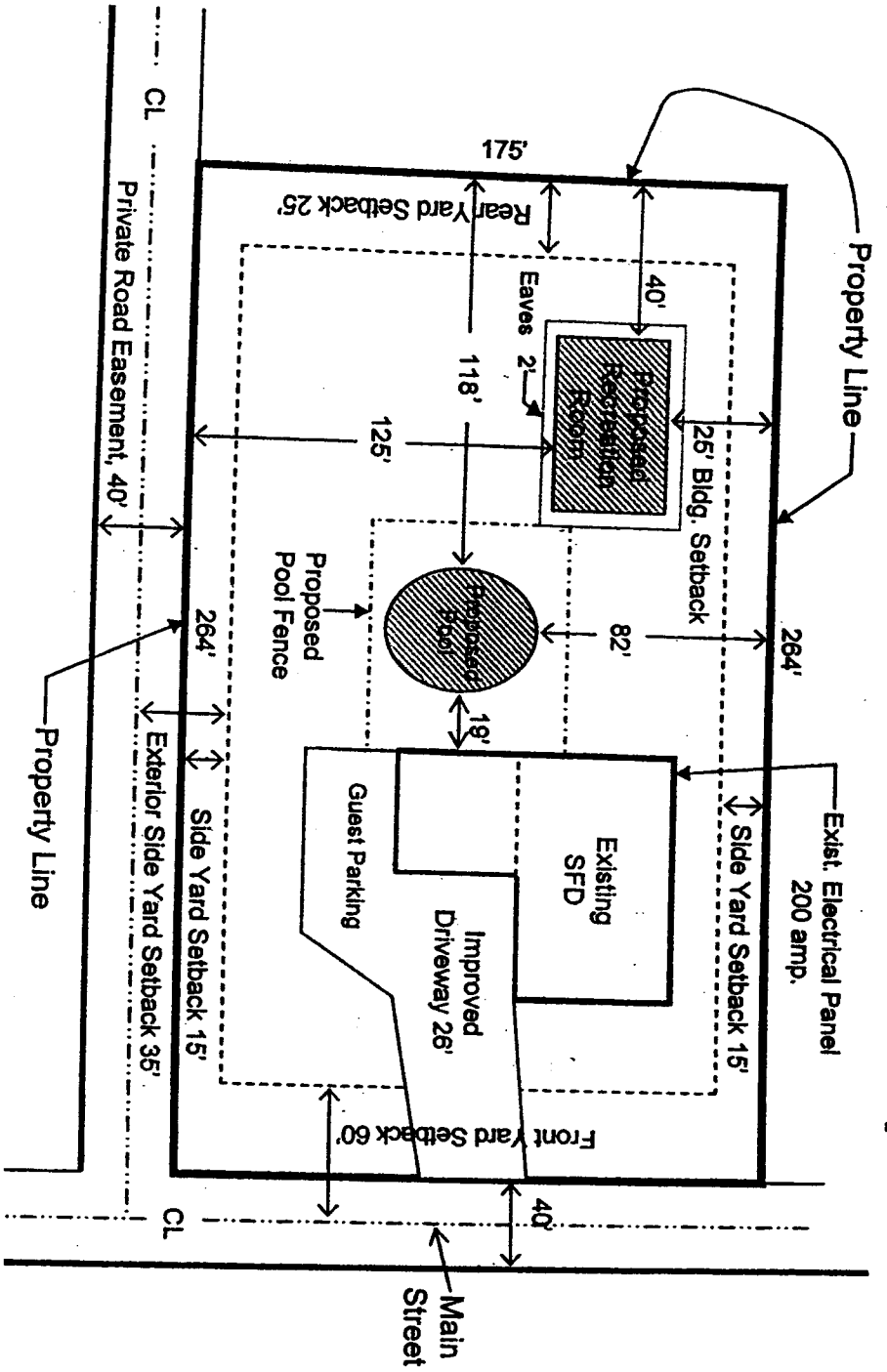
All Items Listed Below must be shown to scale on the plot plans. If not shown, your plans will be rejected.

1. Two Complete sets of plot plans, minimum sheet size 18x24 (1 will remain with the permit application, 1 will be returned with the permit signed by the inspector as the official copy.
2. Show scale used i.e. (1" = 1 foot)
3. Show North arrow
4. Plot plans must be clear and legible (show entire parcel regardless of size, show all property line dimensions).
5. Show the foot print of all existing and proposed structures to scale, and labeled as either " **Existing**" or " **proposed** " (do not show " **Future** "structures).
6. Identify the use of each structure and include a summary/table of square footages and show location of all existing and proposed electrical services.
7. Indicate the required **Front, exterior sides and rear yard set backs. And building set backs.**
8. Survey pins shall be located.
9. Identify and show location of wells and septic systems.
10. Indicate property owners name, current address and parcel address
11. Indicate Tax Map#
12. Indicate Driveways and parking areas
13. Show all existing easements, roads, streets

This office will expect the quality of the sample shown



Plot Plan Sample



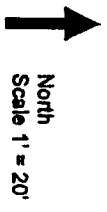
Owner:
 Carl Sample
 123 Sample Street
 Sample Town, US 90000
 Ph. 700-700-7000

Contact:
 Mike Sample
 124 Sample Street
 Sample Town, US 90000
 Ph. 700-700-8000

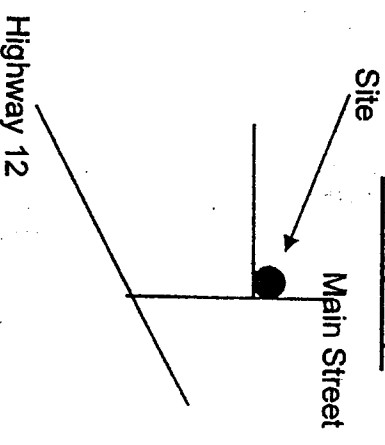
Site Address:
 123 Sample Street
 Sample Town, US 90000
 APN# 500-500-50
 2.8 acres (net)

Summary Table
Existing:
 SFD, 2,500 sq.ft.
 Attached Garage, 800 sq.ft.

Proposed:
 Recreation room, 1,200 sq.ft.
 Pool 850 sq.ft.



Vicinity Map:



- Stormwater Notes:**
1. Stormwater BMP's must be shown on the plot plan or on an Erosion Control Plan that is a separate page of the plans. See form DPLU #272 for a sample of how these BMP's must be presented.
 2. If a grading or topographic plan is used, the grading and topographic information must not interfere with the clarity and presentation of the plot plan information.

