

**DEPARTMENT OF DEVELOPMENT SERVICES**

CITY HALL

GENEVA, N.Y. 14456

47 CASTLE STREET

PHONE (315) 789-5311

buildingpermits@geneva.ny.us

**APPLICATION FOR A BUILDING PERMIT**

Please read the attached instructions and fill in all information completely and legibly – type or ink.

1. Permit number: \_\_\_\_\_

2. Location (street address): \_\_\_\_\_

3. Owner: \_\_\_\_\_

4. Address: \_\_\_\_\_

5. Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

6. Contractor: \_\_\_\_\_

7. Address: \_\_\_\_\_

8. Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

9. Attach Proof of Worker's Compensation Insurance Coverage (form C105.1 or U26.3) or Exemption Certification (form CE-200). Please note we cannot accept ACORD forms.10. Type of Improvement (please check one):☐ New Building☐ Garage☐ Deck/Porch☐ Demolition☐ Addition☐ Shed☐ Sign☐ Other (describe): \_\_\_\_\_☐ Rehab/Alterations☐ Pool☐ Fence11. Cost of improvement (excluding cost of land):

Materials (attach list): \_\_\_\_\_ Labor: \_\_\_\_\_ Total: \_\_\_\_\_

12. Starting date (when construction will start): \_\_\_\_\_

13. Completion date (when you expect to occupy or use): \_\_\_\_\_14. Use classification (please check one):☐ Single family dwelling☐ Business☐ Roof☐ Two-family dwelling☐ Business / Residential mixed☐ Change of use☐ Multiple dwelling, permanent occupancy ☐ Other: \_\_\_\_\_

15. Site sketch - attach a scaled drawing showing: the lot lines of the property; where the street is relative to the lot lines; the location and dimensions of any existing buildings on the property; the location and dimensions of any new construction; and the distance from all new construction to the lot lines. Show any street name, and whether the property is an interior or corner lot.

16. Description of project - attach a drawing or drawings of what you are building. The drawings shall be to scale and shall include enough details and measurements that NYS code requirements can be verified. A list of materials to be used shall also be included. If applicable, a "Notice of Truss Construction" form shall be provided (see page 3).

17. Third party electrical inspection agencies listed as follows: Middle Dept. Inspection Agency (800) 547-6342; New York Elec. Insp. Agency (585) 436-4460; Atlantic Inland, Inc. (607) 753-7118; Commonwealth Elec. Insp. Agency (585) 624-2380

18. All information supplied in this application is true to the best of my information and belief. I understand and agree that all work will conform to all applicable local and state code requirements.

Applicant's Name (print): \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING PERMIT INFORMATION (Read before you sign)**

- 1) The proposed construction is to be completed before the building permit expires. The building permit is good for one (1) year.
- 2) Extensions of up to six (6) months will be granted only if the project is of an unusually large nature or if circumstances offered that make the completion of the job impossible within the allowed one (1) year time frame.
- 3) Failure to complete and have all phases of the project inspected within the one (1) year time frame will require application for an extension or a new permit along with associated fees.
- 4) The following inspections are required. It is the responsibility of the property owner or the contractor to call this office to arrange an inspection. A twenty-four (24) hour (one business day) advance notice shall be given: A) footer; B) foundation; C) rough framing; D) insulation; E) plumbing; F) electrical; G) special; H) final.
- 5) Projects utilizing truss type construction, pre-engineered wood construction, and/or timber construction must complete the attached form and include it with the Building Permit Application.
- 6) A Certificate of Occupancy cannot be issued unless the various inspections have been made. Without a Certificate of Occupancy, the construction cannot be legally occupied. The Certificate of Occupancy shall not be considered as certification of location of lot boundaries or property division lines. It is the owner's obligation to adhere to all code requirements and setbacks.
- 7) A rough electrical inspection and a final electrical inspection are required. Electrical inspections are done by a third party (not the city); Electrical inspectors and their respective phone numbers are included on the application #17. This office will need to be provided certification that these inspections have been made and finalized. All electrical inspections are done at the owner's or contractor's expense.
- 8) If work that needs to be inspected is covered before the inspector can verify it, the work will have to be exposed to facilitate the inspection. This is done at the owner's or contractor's expense.
- 9) Footers shall bear on soil a minimum of 42" below grade unless otherwise approved. This includes post holes for attached decks, porches and landings.
- 10) Once a construction plan is approved, changes of that plan can be made only with the approval of this office. The scope of permitted work is limited to what was described in the permit letter. Any additional work must be approved before it can be undertaken.
- 11) Please be advised that failure to comply with applicable regulations and/or conditions of the permit or should hazardous or unsafe conditions develop, we reserve the right to stop work and/or issue a court appearance ticket to pursue the matter through authorized legal means. Please ask if you have concerns, or questions, about any aspect of the project.
- 12) All new work is to be done in conformance with the provisions of the New York State Uniform Fire Prevention and Building Code.

**NOTE:** Applications which are incomplete or lack all required submittals & signatures will be returned without processing. Thank you for your co-operation.

Property Owner's Name (print): \_\_\_\_\_ Contractor's Name (print): \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Contractor's Signature: \_\_\_\_\_

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

**DO NOT FILL IN BELOW THIS LINE (FOR OFFICE USE ONLY)**

19. Zoning District: \_\_\_\_\_

20. Setbacks: \_\_\_\_\_

21. Lot Coverage: \_\_\_\_\_

22. SBL#: \_\_\_\_\_

23. Building Permit Fee: \_\_\_\_\_

24. Date Approved or Denied: \_\_\_\_\_

**27. Other Possible Approvals Required:**

- Zoning Variance
- Special Use Permit
- Subdivision and/or site plan approval
- Architectural review
- Commercial Design Advisory Team (CDAT)
- Water & Sewer Department Approvals
- Historical District
- County Planning Board
- SEQR
- Other: \_\_\_\_\_

**Projects utilizing truss type construction, pre-engineered wood construction, and/or timber construction must complete the following form and include it with the Building Permit Application.**

In accordance with NYS Title 19 Part Section 1265.3(a): When truss type construction, pre-engineered wood construction, and/or timber construction is to be utilized in the construction of a new residential structure or in an addition to or rehabilitation of an existing residential structure, the owner of such structure, or the owner's duly authorized representative, shall notify the authority having jurisdiction of that fact. Such notice shall be in writing and shall be provided to the authority having jurisdiction with the application for a building permit.

The following **SHALL** be completed and included with the Building Permit Application.

**NOTICE OF UTILIZATION OF TRUSS TYPE CONSTRUCTION, PRE-ENGINEERED WOOD CONSTRUCTION AND/OR TIMBER CONSTRUCTION**

**To:** City of Geneva, New York

**Owner** [Name of owner of the subject property]: \_\_\_\_\_

**Subject Property Address** [Street address]: \_\_\_\_\_

**Tax Map Number** [can be obtained from City]: \_\_\_\_\_

Please take notice that the (check applicable line):

- ☐ new residential structure
- ☐ addition to existing residential structure
- ☐ rehabilitation/alterations to existing residential structure

to be constructed or performed at the subject property reference above will utilize (check each applicable line):

- ☐ truss type construction (TT)
- ☐ pre-engineered wood construction (PW)
- ☐ timber construction (TC)

in the following location(s) (check applicable line):

- ☐ floor framing, including girders and beams (F)
- ☐ roof framing (R)
- ☐ floor framing and roof framing (FR).

**Date** [insert date the form is signed]: \_\_\_\_\_

**Signature** [signature of person submitting form]: \_\_\_\_\_

**Name** [print or type name of person signing]: \_\_\_\_\_

**Capacity** [check appropriate box]: ☐ Owner ☐ Owner's Representative