

(315) 314-0682 ~ Nicholas Snyder

66 River Rd
PO Box 252
Newton Falls, NY 13666

Fax: (315) 742-7014

www.townofcliftonny.org

BUILDING PERMIT APPLICATION PACKAGE

- 1) **NEW YORK STATE LAW** mandates that the New York State Uniform Fire Prevention, Building, and Energy Codes must be enforced for all public and private buildings. These laws protect the Health, Safety and General Welfare of the public.
- 2.) **BUILDING PERMITS** are required prior to commencing any work for which these Codes are required. The Building Permit is the management system used to ensure that all Codes are adhered to. The Code Enforcement Officer shall administer and enforce all the provisions of the Uniform Code, the Energy Code and Local laws.
- 3.) **PLEASE CONTACT** the Code Enforcement officer for an informal discussion to determine if a Permit is required for your project. An application for a Building Permit shall be examined to ascertain whether the proposed work is in compliance with the applicable requirements.
- 4.) **APPLICATION:** The Building Permit Application requires sufficient information to make a determination that the intended work complies with the requirements of the applicable Code. Please submit a completed Building Permit Application for review, along with:
 - A. Site Plan showing existing and proposed structures, wells and septic systems.
 - B. Location of the intended work with distances between all structures and Lot Lines.
 - C. Specifications for the intended work, including where materials will be taken to.
 - D. Two sets of Construction Documents prepared by a New York State Registered Architect or Licensed Engineer as required by NY State Law. Exceptions that do not require a stamp are: (i) farm & buildings used for agricultural purposes. (ii) Single Family residential buildings 1500 square feet or less (that are to be constructed in accordance with the prescriptive provisions of the Residential Code of NYS), not including garages, carports, porches, cellars or uninhabitable basements or attics. (iii) Alterations, costing \$20,000.00 or less, if the alterations do not involve changes affecting the structural safety of public safety of the building or structure. [A new private septic system, an existing private septic system that is having its use extended, or a major redesign of a private septic system will require plans and specifications designed by a Design Professional licensed by NYS].
 - E. Certificates of Insurance required by § 125 of the General Municipal Law.
- 5.) **APPROVAL / REQUIREMENTS:** Approved applications will be issued a Building Permit. Building Permits shall become invalid unless the authorized work is commenced within 6 months

following the date of issuance. Building Permits shall expire 12 months after the date of issuance. A Building Permit which has become invalid, or which has expired may be renewed upon application by the Permit Holder, payment of the application fee, and approval of the application by the Code Enforcement Officer. Building Permit must be visibly displayed at the work site and remain visible until project completion.

- 6.) **CHANGE NOTIFICATION:** All work must be performed in accordance with the documents submitted and accepted as part of the application for the building permit. The Permit Holder shall immediately notify the Code Enforcement Officer of any change occurring during the course of the work. If the Code Enforcement Officer determines that such change warrants a new or amended Building Permit, such change shall not be made until and unless a new or amended Building Permit reflecting such change is issued.
- 7.) **ERRORS:** If a Building Permit is issued in error because of incorrect, inaccurate or incomplete information, or that the work for which the permit was issued violates any Code, such permit shall be suspended until such time as the Permit Holder demonstrates that (i) all work completed in in compliance with applicable Codes and (ii) all work proposed shall be in compliance with applicable Codes.
- 8.) **FEES:** Any fees must be paid at the time of submission of an Application for a Building Permit, an Amended Building Permit or for Renewal of a Building Permit.
- 9.) **STOP WORK ORDERS:** The Code Enforcement Officer is authorized to issue Stop Work Orders pursuant to the Law. Upon the issuance of a Stop Work Order, the owner of the affected property, the permit holder and any other Person performing, taking part in or assisting in the work shall immediately cease all work which is the subject of the Stop Work Order.
- 10.) **INSPECTION:** A final inspection is required at the completion of the demolition project to ensure that the site has been properly closed and materials removed pursuant to the Building Code, Chapter 33.
- 11.) **CIVIL PENALTIES:** In addition to those penalties proscribed by § 382 of the Executive Law, any Person who violates any provision of the Uniform Code, the Energy Code or this local law, or any term or condition of any Building Permit, Certificate of Occupancy, Temporary Certificate, Stop Work Order, Operating Permit or other notice or order issued by the Code Enforcement Officer pursuant to any provision of this local law, shall be liable to a civil penalty of not more than \$200.00 for each day or part thereof during which such violation continues. The civil penalties provided by this subdivision shall be recoverable in an action instituted in the name of the Town of Clifton.
- 12.) **NOTE:** As per NYS Industrial Code Rule 56, an asbestos survey is required for all renovation, remodeling, repair and demolition of all interior and exterior building materials. Additionally, asbestos material must be abated by licensed contractors utilizing certified asbestos handlers, with the exception of owner-occupied single-family homes, where the owner may remove the asbestos and renovate these structures themselves. However, it is not recommended that the owner perform abatement, as the owner could potentially expose themselves, their family and neighbors to asbestos fibers if adequate engineering controls and work methods are not utilized during the abatement. For further information and updates, please see the NYS Labor Department website at: www.labor.state.ny.us

WORKERS' COMPENSATION LAW and GENERAL MUNICIPAL LAW require that the Town obtain proof of appropriate Workers' Compensation and Disability Benefits Insurance PRIOR to issuing this permit.

APPROPRIATE FORMS MUST BE SUBMITTED FOR GENERAL CONTRACTOR WITH THIS APPLICATION.

- 1.) **BUSINESSES:** (Insurance Carrier to provide these completed forms)
 - A) Forms **C-105.2** or **U-26.3** are approved Certificates of Workers' Compensation.
 - B) Form **DB-120.1** is approved Certificate of Disability Benefits Insurance.

SELF INSURED BUSINESSES:

- A) Forms **SI-12** or **GSI-105.2** are Certificates of Board approved Workers' Compensation Self-Insurance.
 - B) Form **DB-155** is the approved Certificate of Self-Insurance for Disability.
- 2.) **ENTITIES / NO EMPLOYEES:** This certificate is available to download under "forms" at: <http://www.web.state.ny.us/icexempt/index.jsp?submitHome=Select=to=access+web-based+Exemption+Application>

Form **CE-200** is the approved process for granting exemptions. CE-200 Exemptions are NOT valid for multiple permits. Each CE-200 form will specifically list the Town of Clifton and the specific job location along with the estimated cost of the project.

- 3.) **HOMEOWNERS:** This certificate is available to download under "forms" at www.wcb.state.ny.us/content/main/forms/bp-1.pdf

Form **BP-1** may be used by certain Homeowners of 1,2,3, or 4 family owner-occupied residences serving as their own General Contractor and are not hiring, paying or compensating in any way, the individual(s) helping perform such work.



NY STATE LAW requires that you call **Dig Safely New York at 811** for underground utility location at least two full working days prior to beginning any digging operations.

In addition to a local building or subdivision permit, please be aware that you may also need a separate permit from one or more of these other Agencies. Federal Agency permits may also be required for some projects, particularly if they involve wetlands. You are responsible to contact each agency about your plans. The issuance of a Town Permit does not eliminate the requirement for any additional Agency Permits or Regulations.

ADIRONDACK PARK AGENCY

Jurisdictional Inquiry Office
PO Box 99
Ray Brook, NY 12997
(518)891-4050
www.apa.state.ny.us

NYS DEC

DEC Region 6 Permit Administrator
317 Washington St
Watertown, NY 13601
(315)785-2245
www.dec.ny.gov

APA Permits are required for:

- ✓ Construction of Dwellings
- ✓ Subdivision of Land
- ✓ Activities in or affecting wetlands
- ✓ Change in Use of certain buildings
- ✓ New or Expanded Commercial or Industrial Uses
- ✓ Shoreline Development, Disturbance or Vegetative cutting along lakes & rivers
- ✓ Towers or other structures over 40 ft.
- ✓ Waste Disposal areas
- ✓ Other Activities

You must contact the APA and ask for a "Jurisdictional Determination".

DEC Permits are required for:

- ✓ Disturbance of bed or banks of Streams, Lakes, Rivers – may include Bridges, Boathouses, Shoreline Stabilization
- ✓ Large Wastewater Systems
- ✓ Floating objects in Navigable Waters
- ✓ Public Water Supplies
- ✓ Storm Water Discharge for construction sites one acre or larger
- ✓ Solid Waste & Hazardous Waste Disposal
- ✓ Other Activities

You must contact the DEC

US ARMY CORPS of ENGINEERS

Division of Regulatory Affairs
1776 Niagara St
Buffalo, NY 14207
(716) 879-4330
www.lrb.usace.army.mil

- ✓ Permits for Underwater Land use

You must contact the Corps

NYS DEPT OF HEALTH

58 Gouverneur St
Canton, NY 13617
(315) 386-1040
www.health.state.ny.us

DOH Permits are required for:

- ✓ Realty subdivisions of five or more lots, each five acres or less in size
- ✓ Alternate septic systems
- ✓ Shared ("community") household water supplies
- ✓ Food service establishments
- ✓ Other Activities

You must contact the DOH

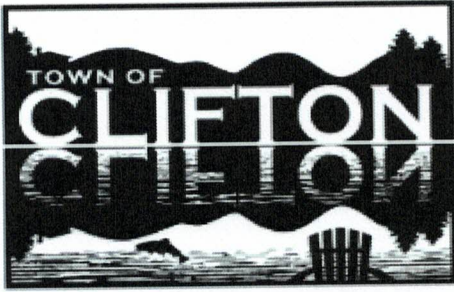
NYS DEPARTMENT OF TRANSPORTATION

DOT Region 7
317 Washington St
Watertown, NY 13601
(315) 785-2333
www.nysdot.gov

DOT Permits are required for:

- ✓ Work in State Highway "Right of Way" (ROWs) including new driveway access, Underground and overhead utilities
- ✓ Other Activities

You must contact the DOT



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BUILDING PERMIT APPLICATION

*****Office Use Only*****

Date Submitted: _____

Permit No.: _____

Date Issued: _____

A.P.A Use _____

TOWN OF CLIFTON BUILDING PERMIT PROCESS

1. Call for an informal discussion of what you would like to do. This will enable the code official to make a determination if a permit will be needed. The informal discussion can often avoid needless, wasted effort and expense.
2. Pick up and complete a building permit application. The permit must be submitted with details of the building plan, specifications (i.e., window sizes, insulation R value, door sizes, etc.), plot plan, a fair market estimate of the cost of construction, and if the construction is over 1500 square feet – an architect’s or engineer’s stamp and signature.
3. Submit the completed application, specifications, plot plan, and estimate of cost with the Minimum fee of \$25 or Maximum of \$1,000 application fee (fees may vary). Make checks payable to the Town of Clifton. Send everything to the Town of Clifton, PO Box 686, Cranberry Lake, NY 12927, upon which your application and plans will be reviewed. Approved applications will be issued a building permit. This permit **MUST BE POSTED CONSPICUOUSLY** on the job site.
4. The applicant will be expected to notify the office in a timely manner when the required inspections are needed so as to avoid unnecessary delays in construction.
5. Before you request a final inspection for a Certificate of Occupancy or a Certificate of Compliance, you must have received your final electrical inspection from Underwriters and your water test results from a lab. It is a punishable violation of the NYS Uniform Fire Prevention and Building Code to occupy a new building without a Certificate of Occupancy. Temporary certificates may be issued when conditions warrant.

Permits are required for: any new construction or demolition of \$1500 or more

Permits are usually NOT required for: routine maintenance.

If you are not sure, please call Code Enforcement Officer:

Nicholas Snyder
Home 315-314-0682

**PERMIT MUST BE OBTAINED BEFORE BEGINNING ANY
CONSTRUCTION**

**PLEASE READ AND COMPLETE THIS ENTIRE FORM
TO AVOID DELAYS IN OBTAINING YOUR PERMIT**

The undersigned hereby applies for a Building Permit for the following work, which will be completed in accordance with the description, plans and specifications submitted and such special conditions as may be indicated on the Building Permit.

Owner Information

Property Owner Name: _____

Address: _____
(Street or PO Box #) (Village) (State) (Zip Code)

Telephone: _____ **E-mail:** _____

Property Location: _____
(Street) (Village) (State) (Zip Code)

Tax Map #: _____

Subdivision Name (if applicable): _____

Person responsible for supervision of work as regard the building codes

Name: _____

Address: _____
(Street) (Village) (State) (Zip Code)

Tax Map No.: _____

Telephone: _____ **E-mail:** _____

Contractor / Contact Information

ARCHITECT

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ **E-mail:** _____

BUILDING CONTRACTOR

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ **E-mail:** _____

ELECTRICAL CONTRACTOR

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ **E-mail:** _____

MASONRY CONTRACTOR

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ **E-mail:** _____

Nature of Proposed Work

- Construction of a New Dwelling
- Addition to a New or Existing Building
- Demolition and/or Removal of Existing Building(s)
- Interior Renovations (No exterior work)
- Other (Describe): _____

FOR DEMOLITION PERMIT:

Size of Structure: Length _____ feet x Width _____ feet

Location of Structure(s): _____

PROPOSED BUILDING/ and or size of existing building being fixed:

Size of new structure: _____ feet x _____ feet

- Foundation: Yes No
- Full basement Partial basement Slab
- Anchored/Tied Down Piers

Number of Stories: _____

Height(grade to ridge): _____

If residential, number of families: _____

Number of Rooms (excluding baths): _____

Number of Bathrooms: _____

Primary Heating System: _____

Type of Fuel: _____

Number of Fireplaces: _____

Will a Woodstove be installed? Yes No

Central Air Conditioning: Yes No

BUILDING STYLE – PRIMARY STRUCTURE (Please circle one)

Ranch, Contemporary, Log Cabin, Raised Ranch, Mansion, Split Level, Cape Cod, Colonial, Bungalow, Cottage, Old Style, Duplex, Row, Town House, Other _____

PROPOSED ROOF CONSTRUCTION:

Shingle _____ Metal _____ Size of Roof _____ if striping Roof

OTHER(Siding):

Vinyl _____ Wood _____ Synthetic _____ Texture 111 _____ Log _____
Zip Board _____ Foam Board _____ House Wrap _____

ACCESSORY STRUCTURE(S):

- Attached garage _____ ft x _____ ft
- Detached garage _____ ft x _____ ft
- Storage building _____ ft x _____ ft
- Other _____, size: _____ ft x _____ ft

OCCUPANCY INFORMATION – PRIMARY STRUCTURE:

- One family dwelling Two family dwelling
 - Multiple family dwelling – number of living units: _____
 - Year 'round use Seasonal use
 - Business Industrial
 - Other (describe): _____
- Addition(s) – intended use: _____

ESTIMATED MARKET VALUE OF CONSTRUCTION:

\$ _____

GARAGES AND/OR STORAGE BUILDINGS:

No. of Overhead doors _____
Foundation: _____ Floor: _____
Electricity Yes No
Plumbing Yes No
Attached? _____ Detached? _____
Size: _____ ft x _____ ft

MOBILE HOMES:

Year of Manufacture: _____
Size: _____ ft x _____ ft
 New Used

Price paid:\$ _____ Serial Number: _____

If purchased used, prior location: _____

If used, are smoke detectors present? Yes No

Heating Source: _____

Will Mobile Home be:

- Full basement
- Slab
- Piers
- Anchored/Tied down

COMPENSATION INSURANCE CARRIER: _____

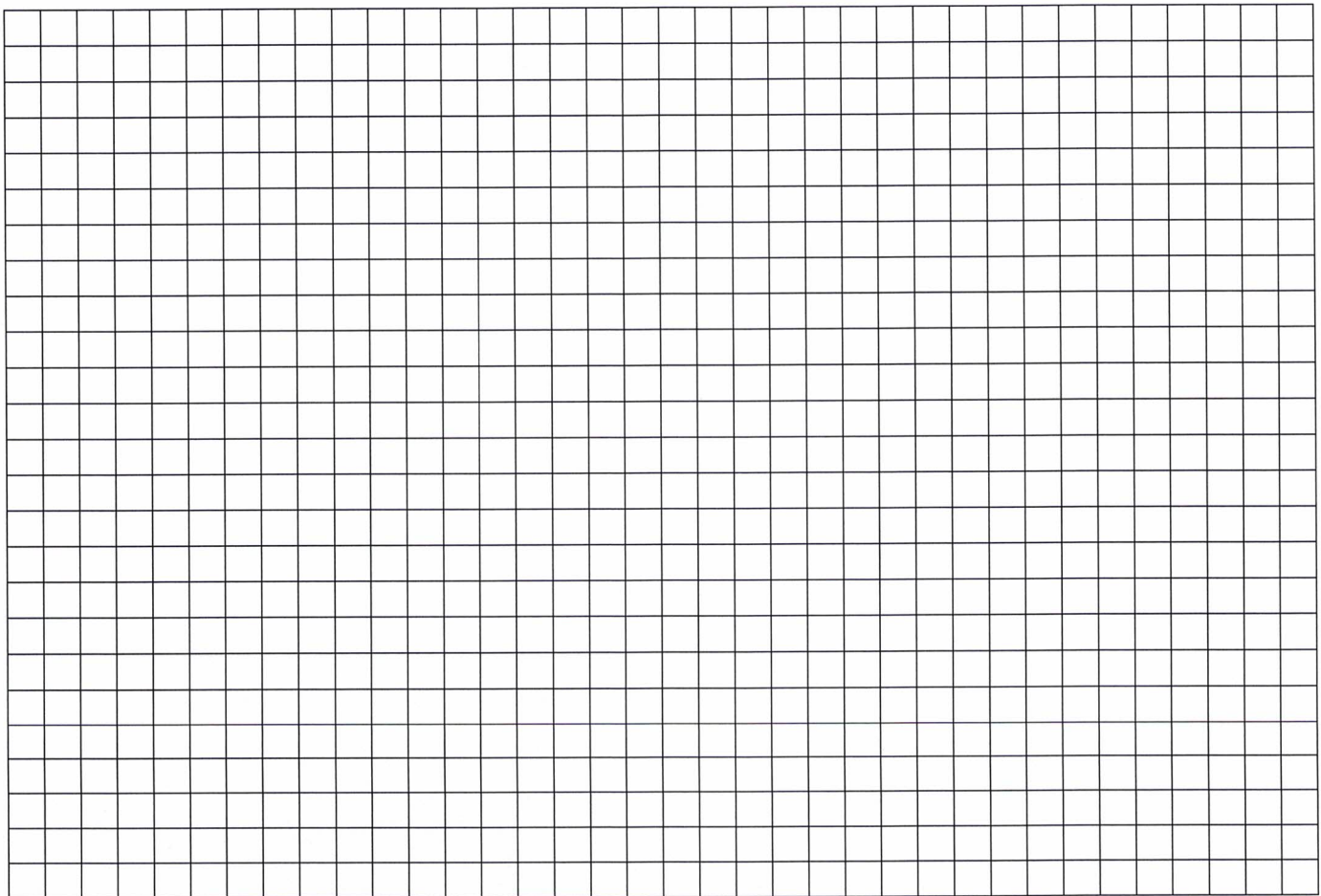
Policy Number: _____

Expiration Date: _____

Site Plan Information

A plot plan must be prepared and submitted for all proposed work; drawn to scale and attached hereto, showing clearly and distinctly all buildings, both existing and proposed and indicate all set-back dimensions from property lines and other buildings. Give street number and/or lot number and indicate whether it is an interior or corner lot. Show the locations of both any private well and private septic disposal system.

Site Plan Information



AFFIDAVIT

Please use this page to include a sketch of the building components.

I certify to the best of my knowledge and belief the statements contained in this application, together with all plans and specifications submitted therewith, are true and complete statements of all proposed work to be completed on the described premises and that all provisions of the *New York State Uniform Fire Prevention and Building Code* and all other laws or regulations pertaining to the proposed work shall be complied with, whether specified herein, or not, and such work is authorized by the property owner. The granting of a permit does not authorize any work that will violate or cancel the provisions of any other state or local law regulating construction or land use or the performance of any construction.

Owner Name (*Printed*): _____

Owner's Signature: _____ Date: _____

Applicant's Name (*Printed*): _____

Applicant's Signature: _____ Date: _____



SPECIAL CONDITIONS OF PERMIT:

OFFICE USE ONLY	
Date Denied: _____	Date approved: _____
Comments: _____ _____	
Code Enforcement Officer: _____	

Updated 5/16/22

TOWN OF CLIFTON
Building Permt Fee Schedule
1/1/2022

Item	Cost
New Homes/Additions/Decks, etc	\$.22/Sq foot
Roofs & Siding	\$.20 /Sq foot
Outbuildings/Garages/Pole barns/Shed, etc	\$.15/Sq foot
Non-typical Residential (IE Hunting camps)	\$.15/Sq foot
Commercial building	\$.30/Sq foot
General Construction	\$.20/Sq foot
Swimming Pools/Hot tubs/etc	\$ 50.00 Flat
Solar Panels	\$ 200.00 Flat
Septic Systems	\$ 50.00 Flat
Demolition Permit	\$ 50.00 Flat
Starting a project without a Permit	2 times cost of permit
Renewal fee of Permit	\$25.00 Flat
Minimum cost of a Permit	\$ 25.00 Flat

Town of Clifton is required by law to issue Building Permits as per the NYS Building Standard and Codes. As of 1/1/2022 the town has implemented a new building permit fee schedule. If you have any questions on what needs a permit or on cost feel free to contact Nicholas Snyder, Code Enforcement Officer @ (315) 314-0682