

**TOWN OF GREENVILLE  
APPLICATION FOR PERMIT**

Date Received: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Permit: \_\_\_\_\_

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Location \_\_\_\_\_  
(Street Name & Number)

Tax Map Number: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_

Nature of Work  New Construction  Addition  Demolition  Renovation  Pool  
 Accessory Structure  Electrical  Deck  Sign  Other \_\_\_\_\_

Work Proposed (Describe in detail) \_\_\_\_\_

Dimensions of Project \_\_\_\_\_ Square Footage \_\_\_\_\_ Cost of Improvement \_\_\_\_\_

Present occupancy/use of property  Vacant  Single Family  Two Family  Other \_\_\_\_\_

Proposed occupancy/use of property  Vacant  Single Family  Two Family  Other \_\_\_\_\_

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**If Commercial Project**

Occupant Load \_\_\_\_\_ Construction Type \_\_\_\_\_

Special Inspections  Yes  No Required Sprinkler System  Yes  No

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**If Accessory Structure**

Specify Use (Storage, Garage, Barn, Etc.) \_\_\_\_\_ Heat  Yes  No Electric  Yes  No

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**APPLICATION IS HEREBY MADE** to the Code Enforcement Office for the issuance of a building permit pursuant to the New York State Construction Code for the construction of buildings, additions or alterations, or removal of demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

\_\_\_\_\_  
(Printed Name of Applicant) (Signature of Applicant)

\_\_\_\_\_  
(Address of Applicant)

\_\_\_\_\_  
(Phone Number)

State whether Applicant is Owner, Lessee, Agent, Architect, Engineer or Contractor: \_\_\_\_\_

Name, Address & Phone of Architect/Engineer:  
\_\_\_\_\_

Name, Address & Phone Number of Contractor:  
\_\_\_\_\_

STATE OF NEW YORK,

COUNTY OF \_\_\_\_\_ } SS:

\_\_\_\_\_, Being duly sworn and disposes' and says that he/she is the applicant named. He/she is the \_\_\_\_\_ (Contractor, agent, corporation officer, owner, etc.) of said owner or owners, and duly authorized to perform or have performed the said work and to make and file this application that all statements contained in this application are true to the best of my knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
Notary Public

**INSTRUCTIONS:**

1. This application must be completed in full and submitted to the Code Enforcement Office.
2. Plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property must be drawn on the diagram, which is part of this application.
3. The application must be accompanied by two complete sets of plans showing a proposed construction and two complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed and details of structural, mechanical, electrical and plumbing installations.
4. The work covered by this application may not be commenced before the issuance of a permit.
5. Upon approval of this application, the Code Enforcement Office will issue a permit to the applicant together with approved set of plans and specifications. Said permit, approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.
6. Each permit that is issued is required to have a Certificate of Occupancy or Certificate of Compliance issued. No building shall be occupied or used in whole or in part for any purposes whatsoever until a Certificate of Occupancy shall have been granted by the Code Enforcement Office.
7. The applicant/owner is responsible for compliance with all other State & Federal regulations.
8. The Code Enforcement Officer is required to inspect the site prior to issuance of the permit and during the course of construction. An Inspection schedule is attached for your convenience; however, additional inspections may be necessary.
9. As applicant you agree to accept all responsibility for the reimbursement of engineering or consultant fees relating to plan review and/or project inspections required by the Town.
10. All permits require proof of New York State Worker's Compensation Insurance naming the Town of Greenville as Certificate Holder. If work is to be done by the homeowner, and insurance waiver is attached. If you are a contractor who is exempt from NYS Worker's Comp, a waiver form must be submitted. The are available at: [www.wcb.ny.gov](http://www.wcb.ny.gov)

**CHECKLIST:** (Please verify you have checked everything before submitting to our office)

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|--|--|
| <input type="checkbox"/> <b>Application complete and notarized</b> | <input type="checkbox"/> <b>Plans/construction specifications attached</b> |
| <input type="checkbox"/> <b>Survey/Plot Plan showing setbacks</b>  | <input type="checkbox"/> <b>Insurance (Waiver <u>OR</u> Certificate)</b>   |

**TOWN OF GREENVILLE  
CODE ENFORCEMENT OFFICE**

**REQUIRED INSPECTIONS**

**THE FOLLOWING INSPECTIONS (AS APPLICABLE) ARE REQUIRED, ADDITIONAL INSPECTIONS MAY BE REQUIRED BY THE CODE ENFORCEMENT OFFICER BASED ON PROJECT REQUIREMENT AND CONDITIONS**

- PRIOR TO PERMIT ISSUANCE
- FOOTINGS **BEFORE** POURING (ALL EROSION CONTROL MEASURES MUST BE IN PLACE)
- FOUNDATION WALLS **BEFORE** POURING
- FOOTING DRAINS & WATERPROOFING **BEFORE** BACKFILLING
- CONCRETE FLOOR PLUMBING **BEFORE** POURING
- BASEMENT/GARAGE FLOOR **BEFORE** POURING
- DECK OR PORCH FOOTINGS **BEFORE** POURING
- FRAMING
- ROUGH PLUMBING
- SOLID FUEL BURING HEATING APPLIANCES, CHIMNEY, FLUES OR GAS VENTS PRIOR TO COVERING ANY WORK
- FIRE RESISTANT CONSTRUCTION & PENETRATIONS
- INSULATION/FIREBLOCKING
- FINAL

EACH INSPECTION MUST BE DONE PRIOR TO GOING ONTO THE NEXT PHASE OF CONSTRUCITON.  
PLEASE CALL THE BUILDING INSPECTOR'S OFFICE AT LEAST 24 HOURS PRIOR TO REQUESTED INSPECTION.  
INSPECTION HOURS ARE FROM 4:00 PM – 5:00 PM MONDAY THROUGH FRIDAY  
OFFICE HOURS ARE FROM 5:00 PM – 6:00 PM, MONDAY THROUGH FRIDAY

**REQUIRED FOR CERTIFICATE OF OCCUPANCY/COMPLIANCE**

Before a Certificate of Occupancy can be given, the following must be submitted:

- Septic Certification in writing from the septic design engineer that certifies to the Building Inspector that the septic system was installed correctly as per the plans.
- Truss Certification must be submitted if trusses are used in construction.
- Water analysis report
- Well log (DEC's well completion report)
- Final survey showing all new and existing structures, well and septic systems (1 copy). A surveyor's certification of driveway gradients may also be required.
- All site improvements required by the site plan and/or subdivision approvals must be complete.
- Appropriate driveway approval must be obtained from the Town, County or State.
- All required special inspection reports and Architect/Engineer certifications.
- **Any legal fees or engineering consultant's fees must be paid by the applicant.**

**INFORMATION THAT SHOULD BE SUBMITTED WHEN APPLYING FOR PERMITS  
(Upon review, additional information may be required)**

**Houses:**

- \* 2 Copies of a recent survey of the property
- \* 2 complete sets of plans stamped by an NYS licensed engineer or architect
- \* Driveway Permit if the entrance is on a Town Road
- \* A copy of the driveway permit must be submitted if on County or State Road
- \* If subdivision is approved, a recreation fee of \$1,500 per lot must be paid prior to issuance of any permits
- \* Projects subject to the Town's Stormwater Management Ordinance must submit additional required documentation

**Additions:**

- \* 2 copies of detailed plans (professional plans may be required)
- \* 2 copies of a survey with the addition drawn on it showing the setbacks
- \* Septic certification if adding bedrooms

**Alterations/Renovations:**

- \* 2 copies of detailed plans (Professional plans may be required)

**Decks:**

- \* 2 copies of detailed plans showing footings and size & types of wood to be used
- \* 2 copies of survey with the deck drawn on it showing the setbacks.
- \* Sheds
- \* 2 copies of detailed plans
- \* Pre built: obtain a brochure of shed
- \* Stick built: draw up plans showing footings and type and sizes of wood to be used.
- \* 2 copies of a survey showing the shed on it and the setbacks.

**Garages/Pole Barns/Accessory Structures:**

- \* 2 copies of detailed plans (professional plans may be required)
- \* 2 copies of survey showing the setbacks

**Pools:**

- \* 2 copies of survey with the pool drawn on it showing the setbacks, well & septic location
- \* If in ground, 2 copies of the foundation plan (usually provided with the pool company)

**Signs:**

- \* 2 copies of detailed plans
- \* 2 copies of a survey with the sign and setbacks drawn on it.

**Septic Replacements:**

- \* 2 copies of Engineered plans
- \* 2 copies of survey
- \* Perc results

**Solid Fuel Appliance:**

- \* 2 copies of brochure from company showing the specifications and listings
- \* 2 copies showing the location of where the solid fuel appliance will be going

**Demolition:**

- \* 2 copies of survey showing building(s) to be removed

**Oil Tank Removal/Replacements:**

- \* 2 copies of survey showing location and size of oil tank
- \* 2 copies of details for new installation

**Solar Electric:**

- \* 2 copies of details of panels
- \* Letter from an architect may be required for roof loading

- \*  Finish Trim
- \*  Gas Fireplace Installation (get manuals)
- \*  Jacuzzi Motor Access
- \*  Tempered Glass at Tub
- \*  Floors need to be finished
- \*  Ceiling Grills
- \*  Seal around attic pull down stairs
- \*  Rails in basement
- \*  Secure basement lolly columns
- \*  Smoke & CO alarms-remove covers
- \*  Even step rises on decks
- \*  Garage fire separation
- \*  911 # needs to be posted
- \*  Box in beams and duct in garage
- \*  Seal garage door for fire separation
- \*  Secure all electrical boxes & dangling wires
- \*
- \*  Final Survey
- \*  Septic Certification (Must be original)
- \*  As built Septic Drawing
- \*  Well Log
- \*  Water Test
- \*  Driveway approval
- \*  Truss Certifications (Must be original)
- \*  All site improvements as required by the site plan and/or subdivision plans
- \*  All required special inspection reports
- \*  All architect/Engineer Certifications (Must be originals)
- \*  Any legal fees or engineering consultant fees
- \*
- \*
- \* Take Inventory of the House
- \* How many Bedrooms \_\_\_\_\_ How many Baths \_\_\_\_\_ Full \_\_\_\_\_ Half \_\_\_\_\_
- \* Is Basement Finished \_\_\_\_\_ Yes? \_\_\_\_\_ No?
- \* Bonus Room/Finished \_\_\_\_\_ Yes? \_\_\_\_\_ No?
- \* Size of Rear Deck \_\_\_\_\_
- \* Size of Front Porch \_\_\_\_\_
- \* Garage \_\_\_\_\_ Attached \_\_\_\_\_ Basement
- \*
- \*