

# TOWN OF VERNON

4305 Peterboro Rd.

Vernon, NY 13476

PHONE # 315-829-2434

## APPLICATION FOR BUILDING PERMIT

Town of Vernon \_\_\_\_\_ Village of Vernon \_\_\_\_\_ Village of Oneida Castle \_\_\_\_\_

Building Permit # \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

TAX PARCEL NUMBER \_\_\_\_\_

ADDRESS OF WORK TO BE DONE: \_\_\_\_\_  
\_\_\_\_\_

### NATURE OF WORK:

NEW BUILDING \_\_\_\_\_ ADDITION \_\_\_\_\_ ALTERATION \_\_\_\_\_ POOL \_\_\_\_\_ DEMOLITION \_\_\_\_\_ SEPTIC \_\_\_\_\_

DECK \_\_\_\_\_ ELECTRICAL ENTRANCE \_\_\_\_\_ SOLID FUEL / GAS BURNING DEVICE \_\_\_\_\_ SIGN \_\_\_\_\_

ACCESSORY STRUCTURE \_\_\_\_\_ HEATING SYSTEM \_\_\_\_\_ FENCE \_\_\_\_\_ OTHER \_\_\_\_\_

**DEMOLITION PERMITS ARE REQUIRED TO HAVE ASBESTOS SURVEY PRIOR TO ISSUANCE**

LIST PROPOSED USE, OCCUPANY AND PURPOSES OF SAID BUILDING  
\_\_\_\_\_  
\_\_\_\_\_

THE BUILDINGS NOW ON THE LOT ARE USED FOR THE FOLLOWING PURPOSES:  
\_\_\_\_\_  
\_\_\_\_\_

### OWNER OF PROPERTY:

NAME \_\_\_\_\_ Phone # \_\_\_\_\_

ADDRESS \_\_\_\_\_

PROPOSED STRUCTURE DIMENSIONS: LENGTH \_\_\_\_\_ WIDTH \_\_\_\_\_

HEIGHT TO PEAK \_\_\_\_\_ NUMBER OF STORIES \_\_\_\_\_

SQUARE FEET OF PROPOSED STRUCTURE \_\_\_\_\_

SQUARE FEET OF EXISTING STRUCTURE \_\_\_\_\_

NAME OF CONTRACTOR \_\_\_\_\_ Phone# \_\_\_\_\_

ADDRESS \_\_\_\_\_

**Important**

A drawing must be submitted with each Building Permit Application. Sketch below and show dimensions and angles of lot, locate clearly all buildings, whether existing or proposed and show street names and indicate distances on all sides from property lines to building. If this section is not completed correctly application may be delayed for additional information. If you need more room attach additional drawing.

**PLOT DIAGRAM**

I hereby certify that the above statements are correct and true to the best of my knowledge and belief and all statements are made under penalty of perjury.

SIGNED \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

ACTION TAKEN: APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ APPLICATION FEE \$ \_\_\_\_\_

THE FOREGOING APPLICATION AND ACCOMPANYING SKETCH HAVE BEEN EXAMINED AND CONSIDERED AND THE ABOVE ACTION HAS BEEN TAKEN BY ME.

\_\_\_\_\_  
CODES ENFORCEMENT OFFICER

REASONS OR REMARKS FOR DENIAL \_\_\_\_\_

ALL APPLICATIONS THAT ARE REJECTED FOR ZONING REASONS ARE ELGIBLE FOR SUBMISSIONS TO THE ZONING BOARD OF APPEALS.



Stamped Engineered Plans are required for the following:

ALL COMERCIAL CONSTRUCTION

NEW RESIDENTIAL CONSTRUCTION OVER 1500 SQ. FT.

ADDITIONS TO RESIDENTIAL VALUED OVER \$20, 000.

ALL OTHER CONSTRUCTION MUST HAVE DETAILED PLANS BUT NOT REQUIRED TO BE STAMPED.

Contractors with employees must submit Workman's Comp. Insurance forms

Contractors who are sole proprietors must submit CE-200 form found on worker's comp web site

Homeowners doing work themselves must fill out BP-1 Exemption form and have it notarized.

**NOTE: Inspections are required at the following schedule.**

**YOU MUST CALL FOR INSPECTIONS.**

- 1) FOOTINGS BEFORE POURING CONCRETE.
- 2) FOUNDATION INSPECTION BEFORE BACKFILL.
- 3) PLUMBING, HEATING, FRAMING, AND ELECTRICAL INSPECTIONS  
BEFORE  
CLOSING IN.
- 4) INSULATION INSPECTION.
- 5) WHEN ALL WORK IS COMPLETE, FINAL INSPECTION IS REQUIRED.

**NO OCCUPANCY OF BUILDING IS PERMITTED WITHOUT A  
CERTIFICATE OF OCCUPANCY BEING ISSUED.**

---

**Applicant Certification** – I hereby certify that I have read the instructions and examined this application and know the same to be true and correct. All provisions of laws and ordinances covering this type of work will be complied with whether specified herein or not. The granting of a 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.

---

Signature of owner, or applicant

---

Date