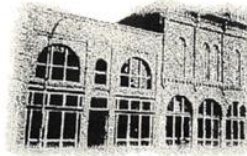


# VILLAGE OF ALBION

Code Enforcement & Fire Prevention  
35 East Bank St, Albion, NY 14411  
Office: 585-589-7229 Fax: 585-589-1919



*Village of Albion*  
Incorporated 1828

## BUILDING PERMIT APPLICATION

**\*\* An incomplete application will delay the timely issuance of your permit. Please enter N/A if a section is not applicable. When turning in your permit, please include drawings/plans for the project along with contractor liability insurance (information for this is included). \*\***

Permit Address Site: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Owner Number: \_\_\_\_\_

Who is completing the work:  Owner  Contractor

Company Name: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Contractor Number: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Permit Type (circle one):

Foundation    Remodel    Addition    Attached Garage    Detached Garage    Covered Porch  
Enclosed Porch    Deck    Gazebo    Shed    Fireplace    Wood Stove    Pool    Roof    Furnace  
Gas Insert    Gas Fireplace    Demolition    Generator    Sign    Fence

**Other:** \_\_\_\_\_

Accessory Structure Sq. Ft: \_\_\_\_\_ x \_\_\_\_\_ = (Total Sq. Ft): \_\_\_\_\_

Addition 1<sup>st</sup> Fl Sq Ft: \_\_\_\_\_ 2<sup>nd</sup> Fl Sq Ft: \_\_\_\_\_ Total Sq Ft: \_\_\_\_\_

S. F. D. 1<sup>st</sup> Fl Sq Ft: \_\_\_\_\_ 2<sup>nd</sup> Fl Sq Ft: \_\_\_\_\_ Total Sq Ft: \_\_\_\_\_

**Value of Construction:** \_\_\_\_\_

**Please note: A building permit expires 12 months from the date of permit issuance.** This application is hereby made to the code enforcement office for the issuance of a building permit pursuant to Title 19 NYCRR Code for the construction of buildings, additions or alterations, or the removal or demolition as herein describe. The applicant and/or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on this application (which are part of these requirements), and also will allow all inspectors to enter the premises for the required inspections.

Applicant Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Contractor Signature: \_\_\_\_\_

(For office use only) **Total Fees:** \$ \_\_\_\_\_ Date of Review: \_\_\_\_/\_\_\_\_/\_\_\_\_

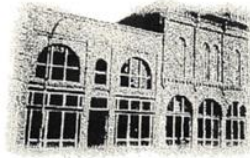
### Inspections Required:

Holes \_\_\_ Plumbing \_\_\_ Insulation \_\_\_ Chimney \_\_\_ Foundation After \_\_\_  
Electrical (By Others) \_\_\_ Framing \_\_\_ Foundation Before \_\_\_

C of C / C of O: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

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## **BUILDING PERMIT APPLICATION INSTRUCTIONS**

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**\*\* No work may begin until the permit has been issued. Expect a wait of up to 2 weeks for the permit to be issued. You must call the office when you are finished with your project to schedule the required inspections. The following information is what needs to be included with the application \*\***

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~ The permit application must be filled out completely to avoid delays. To ensure this, please make sure you have the following listed on your application:

- Site address/owners' contact/contractor's contact
- Permit type, please select what you are building or installing
- The Sq Ft measurements are ONLY applicable for additions and new builds
- Please communicate with the Code Enforcement Officer on what the building is to be used for (i.e. residential storage, business, commercial use)
- Both the owner and contractor must sign the application. You are responsible to make sure the required final inspections are complete

~ A certificate of insurance or a CE-200 (NYS Worker's Compensation Board) form must be provided. You can retrieve this form at this website: [www.wcb.ny.gov](http://www.wcb.ny.gov).

~ Please include 2 copies of the plan of construction. The plans should show a footprint and profile of the work that is to be done or item to be installed. It must include dimensions of the work and materials being used. As well as a plot plan showing distances to lot line and structures must be included.

~ When paying for the permit, a fee schedule is provided on the Village of Albion website under Codes. Our website is, [www.villageofalbionny.gov](http://www.villageofalbionny.gov). Payment can be made out to the Village of Albion. The office will take cash, check & money order for payment but **cannot take Credit/Debit cards.**

Incomplete applications will be returned and unapproved. If you have any questions, please call our office and someone will be able to assist you, (585) 589-7229.