

Village of Schuylerville  
35 Spring Street Schuylerville, NY 12871  
518-695-3881

**Application For A Building Permit**

*\*\*Please note that an incomplete application may delay the timely issuance of your permit,  
please enter N/A if a section is not applicable*

**PART ONE: GENERAL INFORMATION**

1. Project Location and Information

Number and street address:

Tax map number:

Current use of property/building:

Proposed use of property/building:

2. Owner Identification

Owner name:

Address of owner:

Mailing address (if different):

Phone number:

3. Type of Construction or Improvement (check one)

New Building Proposed use is;

Conversion Current use is:

Proposed use is:

Addition       Alteration       Repair/ replacement

Relocation       Demolition       Misc Structure or Equipment

4. Detailed Description of Project:

5. Contractor's estimate:

Work to be performed by homeowner:

## PART TWO: DESIGNERS AND CONTRACTORS

### 1. Architect/Engineer:

Name:

Address:

Phone Number:

### 2. General Contractor:

Name:

Phone number

### 3. Electrical Contractor:

Name:

Phone number:

### 4. Plumbing Contractor:

Name:

Phone number:

### 5. Mechanical Contractor:

Name:

Phone number

### 6. Please list any other types of contractors working on this project:

## PART THREE: PROJECT LOCATION AND DETAILS

*\*\*\*Please attach a sketch or plot plan*

A sketch of the work to be performed must be made a part of this application. The sketch must include the following:

1. Location of the proposed structure or addition showing the number of stories and all exterior dimensions
2. The distance of the proposal from all lot lines
3. The distance of the proposal from any structure including neighboring structures
4. The depth of the proposed foundation or footers
5. The maximum percentage of the lot to be covered by building(s)

**ADDITIONS:**

will be used as:

- Family room    Living Room    Kitchen    Den
- Bedroom    Full Bathroom    Half Bathroom    Other (please describe)

**BASEMENT:**

- Full    Partial    Crawl    Pier    Slab

**GARAGE:**

- Attached    Detached    Electric    Gas    Other

**DECK OR PORCH:**

- Open    Covered    Enclosed    Screened    Other

**IMPORTANT NOTICES READ BEFORE SIGNING**

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Officer and must conform to the New York State Uniform Fire Prevention and Building Code, the Code of the Ordinances of the Village of Schuylerville and all other applicable codes, rules or regulations.
2. It is the owner’s responsibility to contact the Code Enforcement Office at the Village of Schuylerville at least 48 hours before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for, “internal work” which will eventually be covered from visual inspection by additional work (ie electrical work later to be covered by a wall) **DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH “INTERNAL WORK” HAS NOT BEEN INSPECTED.** Otherwise, work may need to be removed at the owner’s or contractor’s expense to conduct the interior inspection. Close coordination with the Code Enforcement Office will greatly reduce this possibility.
3. New York State law requires contractors to maintain worker’s compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Workers Compensation and Disability Insurance certificates are attached to this application or are on file with the Bureau of Fire Prevention and Inspection Services. If the contractor believes he or she is exempt from the requirements to provide Worker’s Compensation and or Disability benefits, the contractor must complete form C-105.21, attached hereto.
4. If a Certificate of Occupancy is required, the structure shall not be occupied until said certificate has been issued.
5. Work undertaken pursuant to this permit is conditional upon and subject to any state and federal regulations relating to asbestos material.

6. This permit does not include any privilege of encroachment in, over or upon any city street or right-of-way.
7. The building permit card must be displayed so as to be visible from the street nearest to the site of the work being conducted.
8. OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICER TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDED HOWEVER THAT SUCH INSPECTIONS ARE LIMITED TO THE WORK BEING CONDUCTED PURSUING TO THE PERMIT AND ANY OTHER NON WORK-RELATED VIOLATIONS WHICH ARE READILY DISCRE=ERNABLE FROM SUCH INSPECTIONS

I, \_\_\_\_\_, the above-named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm under the penalty of perjury that all statements made by me on this application are true.