



Building Permit Application

41 N Main Street, Spencer NY 14883

Permit # _____

Three sets of construction documents must be submitted with this application, 2 paper & 1 electronic.

1. Applicants names, address and phone number:

Applicant is the ___ Owner ___ Contractor ___ Engineer/Architect ___ Agent ___ Other :

2. Owners name, address and phone number :

3. Contractors name, address, phone number:

Wages are being paid for the performance of work? ___ Yes ___ No

If yes, Workers Compensation Certificate must be provided.

4. Project Location: Village of Spencer, Tioga County:
Address:

Tax Map ID:

5. Water Supply ___ New Well ___ Existing Well
Wastewater ___ Existing ___ New, attach Tioga Health Department Permit

6. Nature of Work, Check all that apply ___ New Building ___ Addition ___ Alteration ___ Change of Use

Describe previous and/or proposed us of area:

Cost of new construction or addition \$ _____

Cost of alteration \$ _____

7. Flood Plain: site ___ is ___ is not within a flood plain

Wetland: site ___ is ___ is not within a flood plain

You may us this website: <http://www.dec.ny.gov/eafmapper/>

8. Is your property within 500 feet of any of the following, check all that apply;

- A boundary of any municipality including a village within a town
- A boundary of any existing or proposed county or state park or other recreation area
- A right of way of any existing or proposed state road*
- An existing or proposed boundary of any county or state owned land having a building or institution
- A boundary of a farm operation within an agricultural district

If yes, a 239 referral to Tioga County must be made. * Must also submit to NYSDOT Region 9 site plan review.

9. Building Permit Fees		
Single Family Home	\$100.00 plus \$.20/Ft2	Fee \$
Enclosed Additions	\$35.00 Plus \$.10/Ft2	Fee \$
Multi Family Dwelling	\$150.00 Plus \$.20/Ft2	Fee \$
Additions	\$35.00 Plus \$.10/Ft2	Fee \$
Convert Single to Multi Family Dwelling	\$200.00 Plus \$.20/Ft2	Fee \$
Multi Dwellings	\$300.00 Plus \$.20/Ft2	Fee \$
Commercial	\$300.00 Plus \$.20/Ft2	Fee \$
Single Wide Mobile Home	\$100.00	Fee \$
Double Wide Mobile Home	\$100.00 Plus \$.20/Ft2	Fee \$
Mobile Home Addition	\$ \$35.00 Plus \$.20/Ft2	Fee \$
Garage or Out Buildings	\$100.00 Plus \$.20/Ft2	Fee \$
Swimming Pool	\$50.00	Fee \$
Woodstove/Chimney	\$50.00	Fee \$
Porch	\$50.00	Fee \$
Change of Use	\$100.00	Fee \$
Septic	\$75.00	Fee \$
As of March 5, 2019		
Check or Money Order to: Village of Spencer	Total Amount Enclosed	\$

10. NYS Licensed Professional who drawn the plans being submitted in support of this application;
Name, address, phone number and Email;

License Number:

The above-named design professional must complete and attach a plan review summary sheet.

11. Work covered by this application has been started or completed: Yes No

If yes, attach a written explanation.

12. 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 _____ Date _____



Plan Review Summary

Applicant _____ Project Location _____

The following information is to be provided by a New York State licensed professional engineer or registered architect. This form is required to be submitted with the building permit application.

Subject	New Construction	Alteration	Addition	Change of Occupancy		BCNYS Citation
				Previous	Proposed	
Occupancy Classification						302
Construction Classification						602
Building Height				XXX		503. 504, 506, 507
Building Perimeter qualifying as Frontage				XXX		506
Sprinkler System – Yes or No				XXX		506
Largest Building Area				XXX		502.1
Allowable Building Area (Including increases)				XXX		506, 507
Fire protection Water Supply (Gpm/Hr)				XXX		FCNYS F508

Remarks or Special Conditions (attach additional sheets if needed);

The documents submitted herewith show compliance with the Energy conservation Construction Code of New York State. Date _____

Name: _____ Signature: _____

RA or PE (circle one) License Number: _____

Address, Phone Number & Email:

BUILDING PERMIT APPLICATION INSTRUCTIONS

This form applies only within the Village of Spencer. A permit will be issued when it is determined that the application is complete and the proposed work conforms to applicable requirements of the Uniform Code. The authority conferred with the permit may be limited by conditions. The Village of Spencer must be notified of any changes to information contained in the application during the period for which a permit is in effect.

A BUILDING PERMIT IS REQUIRED BEFORE commencing construction or other improvement, removal, relocation, or demolition of any building or structure (including auction barns, farm residences and other such structures) except as noted below, and BEFORE the installation of heating equipment or wood burning devices.

ITEM INSTRUCTIONS FOR THE APPLICATION: (Items not listed are self explanatory. For further assistance, contact the office listed below.)

3. Workers' compensation and disability benefits are necessary if wages are to be paid to anyone working on the project.
4. The tax map or property ID number can be obtained from the local assessor, by consulting the appropriate tax map, or through your county real property tax office.
5. Submit three copies of septic system design documents as approved by local, county or state health department or agency. Contact the Tioga County Health Department of matters regarding septic systems.
6. New construction, addition or alteration cost includes the material and labor costs associated with project work. Not included are architect, attorney, engineer or other fees and land acquisition costs. Project costs do include direct costs for wells, septic systems, electrical hook-ups, etc.
7. Our Code Enforcement Officer may be able to help you determine if the project site is in a flood plain or is designated as a wetland. You may use the New York State Department of Environmental Conservation website in the application to assist you.
12. Undertaking activity that requires a building permit prior to obtaining such a permit is prohibited. In considering what action, if any, to take in specific cases, the Code Enforcement Office will evaluate violations based on prior experience with the applicant and other relevant factors.
13. A change of occupancy classification may require a portion or all of a building to be brought up to current code standards.
14. You may contact the Code Enforcement Officer at; Codeenforcement@Villageofspencer.com

SEND THIS COMPLETED APPLICATION TO:

Village of Spencer

Code Enforcement Officer

41 N Main Street

Spencer, NY 14883