

TOWN OF LEICESTER
132 Main Street
Post Office Box 197
Leicester, New York 14481
Phone: (585) 382-3231 FAX: (585) 382-9766

BUILDING PERMIT APPLICATION

All Town of Leicester property owners are required to comply with all the regulations as set forth by New York State Building Code and the Zoning Code of the Town of Leicester.

INSTRUCTIONS:

- a. This application is to be filled in by typewriter or in ink and submitted with 2 sets of plans and specifications to the Code Enforcement Officer.
- b. A copy of the approved Zoning Application (if applicable) accompany this Building Permit Application.
- c. The work covered by this application shall not be commenced before the issuance of a Building Permit.
- d. Upon approval of the Application, the Code Enforcement Officer will issue a Building Permit to the applicant and return one set of the Plans and Application. The approved Plans shall be kept on the premises during the progress of the work.
- e. No building shall be occupied or used in whole or part for any purpose until a Certificate of Occupancy shall have been granted by the Code Enforcement Officer.
- f. All new construction of buildings, additions and alterations must comply with the New York State Uniform Fire Prevention and Building codes.
- g. A building permit shall authorize the commencing of work and shall be effective for a period of six (6) months after the date of issuance. For good cause, the Code Enforcement Officer may allow a maximum of two (2) extensions for periods not exceeding three (3) months each.

Application is Hereby Made to the Code Enforcement Officer for the issuance of a Building Permit, pursuant to the code of the Town of Leicester for the building structure, additions, alterations or relocation as herein described.

The applicant shall comply with all applicable laws, ordinances and regulations.

Signature of Applicant	# Street or Road
Date	Town or City
1. Address where work will be done	State Zip
2. Present Use	Code

1. Address where work will be done _____ Tax Map No. _____

2. Present Use _____ Intended use and occupancy _____

3. Nature of Work and Occupancy.
- | | |
|--|--|
| <input type="checkbox"/> Construction of a new building
<input type="checkbox"/> Addition to building
<input type="checkbox"/> Alteration to building
<input type="checkbox"/> Demolition of a building
<input type="checkbox"/> Installation of oil or gas burner, describe:
<input type="checkbox"/> Installation of plumbing, describe:
<input type="checkbox"/> Installation of electric, describe:
<input type="checkbox"/> Other work, describe:
<input type="checkbox"/> One Family dwelling with attached garage | <input type="checkbox"/> Two family dwelling with attached garage
<input type="checkbox"/> Multiple dwelling with attached garage
<input type="checkbox"/> Commercial/Professional
<input type="checkbox"/> Other type occupancy
<input type="checkbox"/> Accessory Building
<input type="checkbox"/> One car detached garage
<input type="checkbox"/> Two-car detached garage
<input type="checkbox"/> Private storage building
<input type="checkbox"/> Shed |
|--|--|

Enter description here: _____

OFFICIAL USE	
Building Fee	\$ _____
Date Received	_____
Date Paid	_____

4. Estimated true value of improvements _____
5. Dimensions of new structures _____ Area _____ sq. ft. _____
6. Dimensions of additions _____ Area _____ sq. ft. _____
7. Dimensions of alteration _____ Area _____ sq. ft. _____
8. The Name, address and telephone number of the Owner is: (please print) _____

9. The plot diagram should show location of all buildings, existing or proposed, together with dimensions from property lines, the surface elevation of front yard at the front wall of the principal building as related to the surface of the street or highway. Lot number, street names, type of lot (interior or comer) and a lot description need to be included.
10. Is a Flood Permit Application required? Yes _____ No _____

This permit is issued subject to the provisions of section 57 of the workman's Compensation Law. In issuance of the permit the Town assumes no responsibility regarding the performance or quality of work, except as provided by law.

I HEREBY CERTIFY THAT I AM THE _____ and that I am duly authorized 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 this application and in the plans filed herewith.

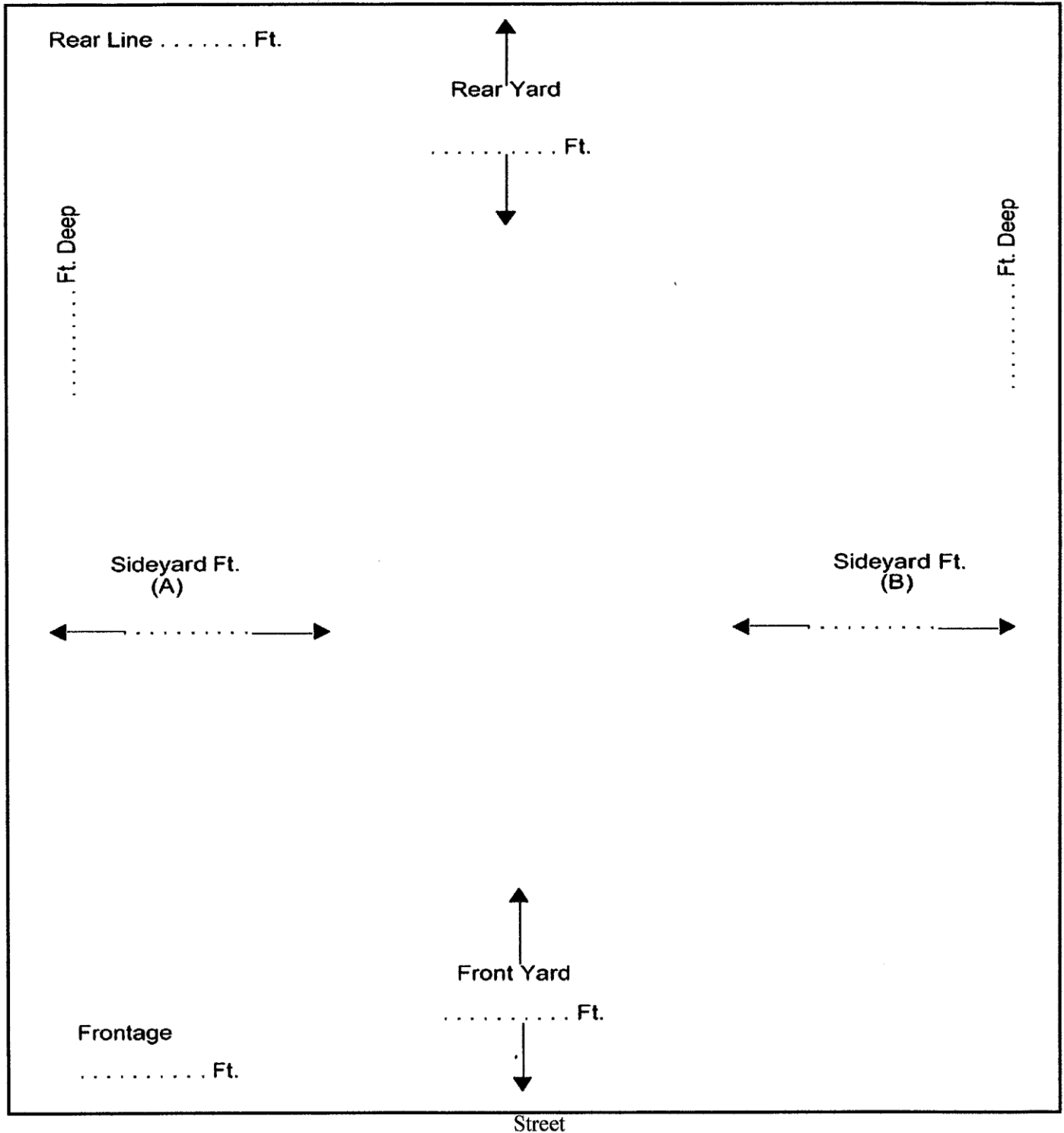
_____	_____
Date	Signature of Applicant
Name and Address of Contractor _____	Insurance Company _____

_____	Attach a Certificate of Insurance

_____	_____	_____
Date	Zoning Officer	(Approved) (Disapproved)
If disapproved, reason for Disapproval _____		

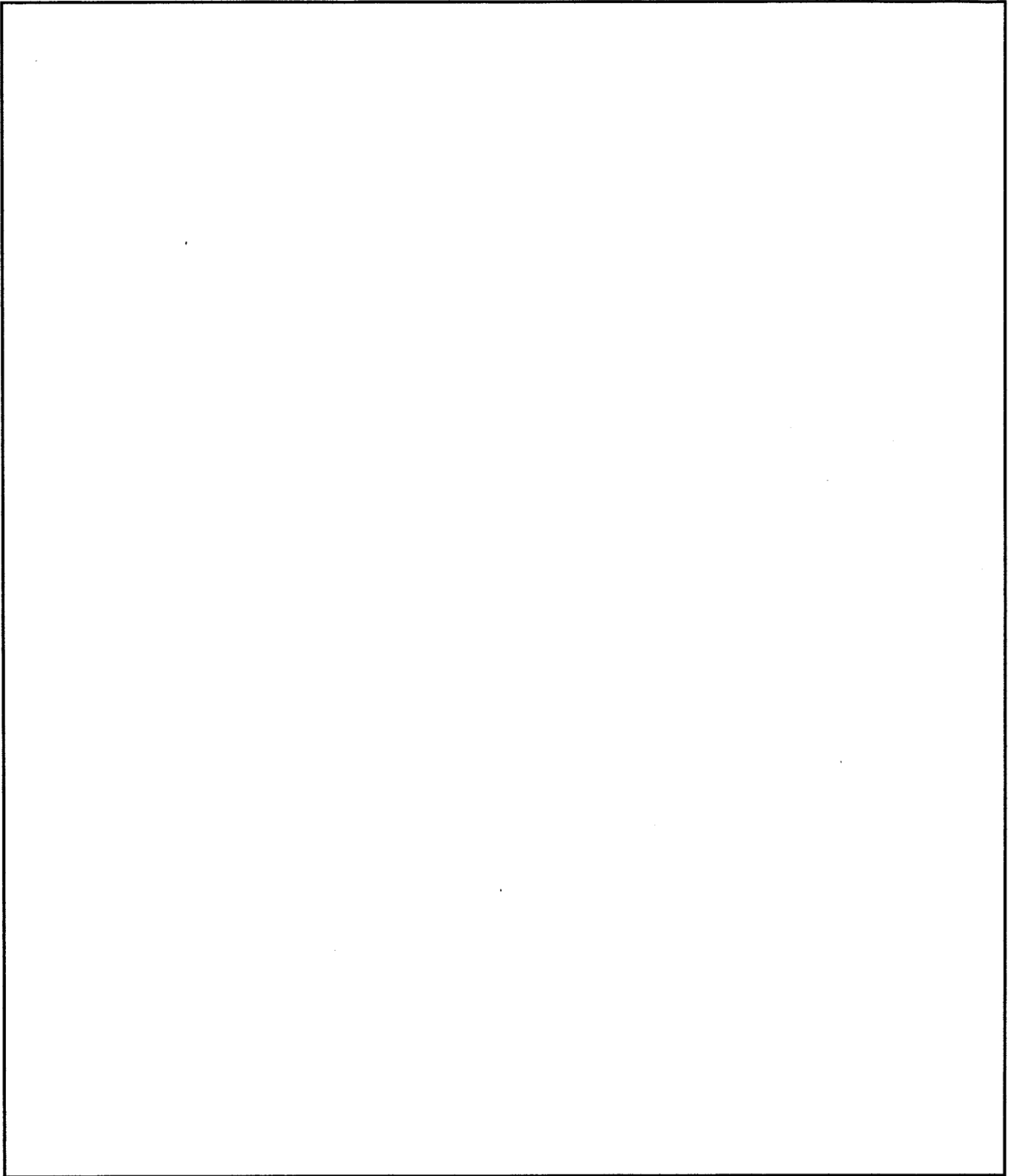
PLOT DIAGRAM/SURVEY MAP

Locate clearly and distinctly all buildings, whether existing or proposed, and indicate all setback dimensions from property lines. Give identifying information or deed description, show all easements and street names, adjacent property owner names. Indicate whether this is an interior or a corner lot. Show any water bodies or creeks, shorelines. If there is not enough room below, you may use page 4 or include a separate drawing.



*1/4" = 1 foot

PLOT DIAGRAM/SURVEY MAP



* 1/4 " = 1 FOOT

MATERIAL LIST

(circle 1 or more)

ADDITION BATH KITCHEN _____ ROOM

GARAGE BARN DECK

PORCH OTHER _____

ALTERATION BATH KITCHEN BASEMENT

DECK PORCH OTHER _____

1. Foundation: Footing – Size _____ Concrete Strength _____

Reinforcing _____

2. Foundation Wall: Concrete _____ Size _____

Cement Block Size _____

Other Concrete Work: Floor _____ Sidewalk _____

Other _____ Reinforcing _____

3. Framing

Outside Walls: Studs _____ Sheathing _____

Inside Walls: Studs _____

1st Floor Joist _____ Subflooring _____

2nd Floor Joist _____ Subflooring _____

Ceiling Joist _____

Rafters _____ Truss _____ Sheathing _____

Treated Poles _____ Size _____

4. Insulation:

Foundation _____

1st Floor _____ Sidewalls _____

Ceiling at Roof _____ Other _____

MATERIAL LIST

5. WALL FINISH:

Outside Walls _____

Interior Walls _____

Ceiling _____

Floor _____

6. ROOFING:

Type _____

Felt _____

Drip Edge _____

Other _____

7. HEATING:

Type _____

New _____

Existing _____

Supplemental _____

8. PLUMBING:

New _____

Reuse _____

Additional _____

Type of Piping _____

Sink _____

Bathtub _____

Lavatory _____

Shower _____

Water Closet _____

Stall Shower _____

Laundry _____

9. ELECTRIC:

New Service- Yes _____

No _____

New Panel- Yes _____

No _____

Number Outlets - _____

Number Switches- _____

Smoke Detector - _____

Use of G.F.I.- _____

10. MISCELLANEOUS:

Cabinets: _____

Windows: _____

Doors: _____

Stairs: _____

Driveway: _____