Town of Starkey

40 Seneca Street
Dundee, New York 14837
Email: Code@StarkeyNY.gov
Office: 607-243-7996
Fax: 607-243-7764

Application No.: _____
Date Filed: _____
Fee Paid: _____
Received By: _____
Decision _____ Date _____

Building Permit Application

Return the original completed application and attachments to the Code Office with the permit fee payable to the Town of Starkey. Enter "NA" if section is not applicable. Please note that an incomplete application may delay the timely issuance of permit.

Part 1 - General Information

Owner Information

Name _____
Street Address _____
City _____ State _____ Zip Code _____
Telephone: Day _____ Night _____ Cell _____
E-Mail Address _____

Applicant Information (if different than owner)

Name _____
Street Address _____
City _____ State _____ Zip Code _____
Telephone: Day _____ Night _____ Cell _____
E-Mail Address _____

Part 2 – Property Details

Tax Map Number _____ Zoning District _____
Address of Location Improvements
Street Address _____
City _____ State _____ Zip Code _____

Part 3 – Improvement Details

Type of improvement (select one)

Addition
Agriculture
Alterations
Change of Use
Conversion
Deck/Porch
Dock/Sea Wall
Equipment
Garage
Hot Tub
Manufactured Home
Modular Home
New Residential Building Pool
Rehabilitation
Sign
Storage Shed
Other _____

Type of intended use (select one) Residential Commercial
Project cost $_____
Describe the full project in detail

_____
_____
_____
_____
_____
_____
_____

Part 4 – Designers and Contractors

1. Architect/Engineer
   Name _____
   Street Address _____
   City _____ State _____ Zip Code _____
   Telephone: Day _____ Cell _____
   E-Mail Address _____
2. General Contractor
   Name _____
   Street Address _____
   City _____ State _____ Zip Code _____
   Telephone: Day _____ Cell _____
   E-Mail Address _____
3. Electrical Contractor
   Name _____
   Street Address _____
   City _____ State _____ Zip Code _____
   Telephone: Day _____ Cell _____
   E-Mail Address _____
4. Plumbing Contractor
   Name _____
   Street Address _____
   City _____ State _____ Zip Code _____
   Telephone: Day _____ Cell _____
   E-Mail Address _____
5. Mechanical Contractor
   Name _____
   Street Address _____
   City _____ State _____ Zip Code _____
   Telephone: Day _____ Cell _____
   E-Mail Address _____
6. Contractor
   Name _____
   Street Address _____
   City _____ State _____ Zip Code _____
   Telephone: Day _____ Cell _____
   E-Mail Address _____

Please attach Worker's Comp and Disability Insurance Forms, or exemption for each Contractor listed.

Part 5 – Site Plan Drawing

The applicant must attach the following documentation.

1. A Tax map drawing or sketch, drawn to scale of the property that shows (clearly labeled):
    1. the property lines.
    2. all existing buildings and structures on the property (include dimensions).
    3. any proposed structures (include dimensions).
    4. distance of all building from lot lines.
    5. location of the driveway and parking area
    6. the location of the wastewater system (tank and leach field).
    7. the location of the well.
    8. percent of lot coverage.

Part 5 – Building Plans

The applicant must submit two (2) set of drawn to scale plans.

*Building Permit Checklist is attached for your reference.

Important Notices

Please Read and initial each item.

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Official and must conform to the New York State Uniform Fire Prevention and Building Code, The Town of Starkey Zoning, and all other applicable codes, rules, or regulations. _____
2. It is the owner's responsibility to contact the Code Enforcement Official at 607-243-7996 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 (i.e., electrical, framing, insulation work later to be covered by walls) _____
3. **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 internal inspection. Close coordination with the Code Enforcement Office will greatly reduce this possibility. _____
4. OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICIAL TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSANT TO THIS PERMIT, PROVIDED HOWEVER, THAT SUCH INSPECTIONS IS (ARE) LIMITED TO THE WORK BEING CONTUCTED PURSANT TO THIS PERMIT AND ANY OTHER NON-WORK-RELATED VIOLATIONS WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTION(S). _____
5. 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 Worker's Compensation and Disability Insurance certificates are attached to the application. If the Contractor believes that he/she is exempt from the requirements of Workmen's Compensation and Disability Form CE-200 must be submitted with application. _____
6. 5.If a Certificate of Occupancy is required, the structure SHALL NOT be occupied until said certificate has been issued. _____
7. 6.Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material. _____
8. This permit does not include any privilege of encroachment in, over, under, or up on any right of way. _____ (
9. The Building Permit Card must be displayed to be visible from the street nearest to the site of work being conducted. _____
10. The Building Permit is valid for ONE YEAR FROM DATE OF ISSUE. Contact the Code Enforcement Official prior to expiration of this time to discuss need and possible extension. _____

Affirmation by Property Owner

I, hereby attest that I am the lawful owner, or am the lawful agent of said owner of this property and affirm under penalty of perjury that the contents of this application are true and correct to the best of my knowledge.

Signature _____ Date _____

Signature _____ Date _____

Building Permit Checklist

Please use this as a check list of documents that may be required to be submitted with your application

1) A completed and signed in two places (by owner) building permit application must be submitted
2) Building permit fee
3) Compliance with the Town of Starkey Zoning Requirements. If an application is denied because it does not meet the zoning requirements a property owner may apply to the Zoning Board of Appeals for a variance.
4) Special Use Permit- A special use permit may be required from the Planning Board.
5) A Plot (Site) Plan showing all existing and proposed structures on the property. A Tax Map works great for this. This needs to be drawn to scale and with a ruler. Please include the following
    a. Outline of property
    b. Location and size of all existing and proposed buildings on property with dimensions to all property lines.
    c. Location of wastewater tank and leaching area
    d. all streams, gullies, cliffs, power lines, easements, and driveways existing and proposed
    e. Percent of Lot Coverage before and after work is completed
6) Two sets of complete drawings including the following.
    a. Elevations of front, rear, left, and right
    b. Basement/ Foundation Plan-existing and proposed
    c. First Floor plan- Existing and proposed
    d. Second Floor Plan –Existing and proposed
    e. All porches and decks
    f. Section View
    g. All Commercial projects must have plans from a design professional and all residential projects over 1500 square feet must have plans from a design professional
7) Res Check of Com Check for compliance with NYS energy code.
8) Truss Drawing
9) Wastewater System approval-**A design professional is required.**
10) Well Approval- Drill a well first so that you will know what water supply is available.
11) Driveway Approval- Contact Town, County, or State for driveway approval.
12) Electrical Inspection- All electrical work must be inspected by a third-party electrical inspector. A list of electrical inspectors is available from the Code Official.
13) Flood Plain Permits- If your property is near Seneca Lake, Rock Stream, of Big Stream Creek you may need a Flood Plain Permit. You may need to hire a surveyor to verity that you are meeting the DEC and Town of Starkey requirements.
14) Workmen's Compensation Insurance. Form BP-1; Form CE-200; C-105.2; U26.3; SI-12; OR GSI105.2. One of the above forms must be submitted with all applications for a building permit
15) Disability Insurance- Form BP-1; CE-200; DB-120.1; or DB-155. One of the above applications must be submitted with for a building permit.
16) Pre-Building Permit site visit by the CODE Enforcement Official
17) Stormwater Permit from the DEC-Are you disturbing more than 1 acre or near a sensitive area (lake or stream)
18) Pool/Hot Tub
    a. Size
    b. Above Ground or Below Ground
    c. Height of Fencing
    d. Locking Gate
    e. Overhead or underground power or gas lines
    f. Deck
    g. Pool Alarm
    h. Electrical inspection
    i. Hot Tub inside or outside
    j. Is Hot Tub located on a deck
    k. Safety Cover
    l. Manufacture name and installation spec.

    **All Pools and Hot Tubs require an electrical inspection by an independence inspector. You must have an electrical inspection certificate from an electrical inspector before a Certificate of Compliance can be issued.

    ***No water shall be placed into a Pool or Hot Tub before a Certificate of Compliance has been issued by this office. Anyone who does not comply with this will be ticketed and fined.**

19) Manufactured Homes
    a. Dealers name and address
    b. Installer Name, address, and certification number.
    c. Manufacture's name and address.
    d. Drawing from a design profession for foundation system.
    e. Type of anchors and number of anchors.
    f. Wastewater approval
20) Wood stoves/Pellet stoves/ Coal Stoves
    a. Name and address of Dealer
    b. Manufacture
    c. Installer
    d. Type of Stove
    e. UL Number
    f. Model Number
    g. Manufacture's Spec with a drawing including dimensions to walls.
    h. Type of Chimney
    i. **Solid Fuel stoves cannot be used until a Certificate of Occupancy has been issued**.
        (Please call for an inspection before starting first fire.)
21) Agriculture Buildings-
    a. Complete Part 1
    b. Complete Part 5
    c. Review and initial Important Notices
    d. Sign the Affirmation by Property Owner
    e. Submit workmen's comp form
    f. Provide proof of agriculture exemption.

***Any building built as an agriculture building <u>cannot</u> be used for any other purpose unless the owner receives proper approvals.**