

# Building Permit Instructions

Town of York Code Enforcement Office  
2668 Main Street — P.O. Box 187—York, New York 14592  
(585) 243-3128 or (585) 245-2687

1. Proposal must be approved by the Code Enforcement Officer.

## 2. Building Permit Application

- A. One original application must be submitted.
- B. Septic Permit must be a part of the application if applicable.
- C. Two sets of freshly stamped plans are required if project is valued at \$20,000 or More. These plans must include a material list, a plot plan, foundation plan, floor plan, elevation, sectionals, plumbing, electrical, and heating-venting-air conditioning. The fresh stamp must be stamped by a New York State Licensed Engineer or Architect.
- D. Applicants contractor is to send to the Code Enforcement Office a Certificate of insurance.
- E. Site Specific storm water, soil erosion control plan is requested with application if applicable.
- F. Fee is required when the application has been approved. You will receive your permit showing what the Permit has been issued for, and what inspections are required.



3. The Code Enforcement Officer has 30 Days to review plans and approve or disapprove Building Permit Applications. Proposed changes to approved Building Permit Plans will require approval from the Code Enforcement Officer and a letter from your contractor and/or engineer/architect may be required.

## 4. Building Permits are required for the following:

- A. Residential: Any remodeling that includes, electrical, plumbing, structural changes, or changes in the outside size, shape, or appearance. This may include some door and window replacements.
- B. Commerical Work: ALL
- C. All new structures including pools, sheds, decks, sun porches, and additions.
- D. Construction of all chimneys, fireplaces, and solid fuel stoves.
- E. Demolition of any type of structure.
- F. Gas Appliances

If you are not sure if you need a permit, please contact the Code Enforcement Office at (585)243-3128.

5. Upon completion of a project, a Final Inspection will need to be completed by the Code Enforcement Officer for issuance of a Certificate of Compliance or Certificate of occupancy.

## 6. Time Limits

- Building Permits are issued for a limited period of time.
- Construction must start within 120 Days after the Building Permit has been issued and must be completed with in one year of issuance.
- Permits may be renewed at a charge of \$15.00 thereafter.

SJ F



**Town of York**  
**Livingston County, New York**

**Application for Building Permit**

Instructions:

- a. This application is to be filled out in ink and submitted to the Zoning Enforcement Officer.
- b. A plot plan showing location and actual dimensions of the lot and the exact size and location on the lot of the buildings on the premises in relation to public streets or areas and to adjoining premises, giving a detailed description of the layout of the property to be drawn on a diagram which is part of this application.(page3)
- c. The work described in this application shall not be commenced before the issuance of a building permit. **THIS IS NOT A BUILDING PERMIT!!**
- d. Upon approval of this application, the Code Enforcement Officer will issue a Building Permit to the applicant.
- e. No building shall be occupied or used in whole or in part for any purpose until a Certificate of Occupancy shall have been granted by the Code Enforcement Officer.

The undersigned hereby applies for a permit to do the following work; which work will be done in accordance with the plans, specifications and building and zoning descriptions submitted, and such special conditions as may be indicated on the Permit. I understand that all work must be done in pursuant to section 57 of the Workmen's Compensation Law, where such applies.

Applicant's Name(print) Mark Cole  
Telephone Number 585-509-0621  
Address 532 Peoria rd  
Post Office, Zip, State Pavilion NY 14525

Contractor Name SJF Construction  
Contractor Telephone # 585-739-0244  
Contractor Address Darien NY

**Contractor Certificate of Insurance needs to be on file before building permit can be issued.**

1. Location of Land for proposed work:

Address 2907 York rd East

Tax Map # 41-1-66

Size & Area of the lot \_\_\_\_\_ ft. by \_\_\_\_\_ ft = \_\_\_\_\_ sq ft. or 20.31 acres

2. APPLYING FOR:

<input type="checkbox"/> New Structure	Dimensions _____	Area _____	_____ sq. ft.
<input checked="" type="checkbox"/> Addition	Dimensions <u>40x48</u>	Area _____	_____ sq. ft.
<input checked="" type="checkbox"/> Alterations	Dimensions <u>10x10</u>	Area _____	_____ sq. ft.

Is the proposed work to contain any structural change in an existing building?  Yes  No

Please give a general description of the project: Adding an addition to the north of warehouse, another between warehouses and adding a bathroom in the southern warehouse

<input type="checkbox"/> Garage	Dimensions _____	Area _____	_____ sq. ft.
<input type="checkbox"/> Sheds/Accessory Buildings	Dimensions _____	Area _____	_____ sq. ft.
<input type="checkbox"/> Porches/Decks	Dimensions _____	Area _____	_____ sq. ft.
<input type="checkbox"/> Above ground Pool	<input type="checkbox"/> Inground Pool		
<input type="checkbox"/> Chimney/Stove	<input type="checkbox"/> Tanks		
<input type="checkbox"/> Sign	Dimension _____	Area _____	_____ sq. ft.
<input type="checkbox"/> Temporary Sign			

Please Check One:

Residential  
 Commercial/Industrial  
 Agricultural

3. ESTIMATED COST: \$ 80,000

*If cost is over \$20,000 please be sure to include a set of stamped plans from a licensed Engineer or Architect.*

4. PLOT PLAN: Indicate on your plot plan (page 3) street names, the size of the property, the location, size and set-backs of proposed work, the location of adjacent buildings, if any. (try to keep your drawing to scale)

Give the following data:

Square footage of building or work  
 Size and use of existing buildings  
 Front yard dimensions  
 Side yard dimensions

Size of property  
 Height (from grade to ridge)  
 Rear yard dimensions  
 If on corner, set-back from side street  
(All distances are net; from property line to nearest part of Building)

I agree that all provisions of the Zoning Ordinance, and all other Ordinances and laws, will be complied with whether specified herein or not, in the completion of the work contemplated herein.

*[Handwritten Signature]*

Applicant's (owner's) Signature

12-4-24

Date

**Return completed Application to:**

Carl A. Peter, Zoning and Code Enforcement Officer  
 York Town Hall  
 P.O. Box 187  
 York, NY 14592

Phone: 243-3128 Cell: 245-2687