

TOWN OF STRATFORD

Fulton County
Norman Wright, Code Enforcement Officer
120 Piseco Road
PO Box 186
Stratford, New York 13470
Phone: (315) 891-4069
Fax: (315)429-0527

Dear Applicant:

Enclosed are the building permit application forms required in accordance with the application procedure regulations contained in Title 19 of the Official Compilation of Codes, Rules and Regulations of the State of New York and Local Law #2 of 1989, of which copies are available upon request.

A permit will only be issued when it is determined that the application and all supplemental forms are complete and the proposed work conforms to applicable requirements of the New York State Fire Prevention and Building codes.

Any questions concerning these procedures or application forms would be directed to the Codes Enforcement Official (CEO). A pre-construction meeting is recommended with the CEO prior to the issuing of any building permit. Please contact the Codes Enforcement Official at (315) 891-4069 (leave a message) to schedule a meeting and/or obtain application forms.

The permit fee, as specified in the enclosed forms, will be submitted with the completed application forms. Please make all checks payable to the Town of Stratford. All applicable areas, including supplemental sheets, will be completed before applications will be considered for approval. All electrical permit charges are to be paid to the electrical inspector.

Undertaking any construction 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 Town of Stratford Codes Department will evaluate violations based on prior experience with the applicant and other relevant factors.

Sincerely,

Norman Wright
Code Enforcement Officer

TOWN OF STRATFORD APPLICATION FOR A BUILDING PERMIT

NOTE: AN INCOMPLETE APPLICATION MAY DELAY THE TIMELY ISSUANCE OF YOUR PERMIT: PLEASE ENTER N/A IF A SECTION IS NOT APPLICABLE. ONE SET OF PLANS AND SPECIFICATIONS MUST BE SUBMITTED WITH THE APPLICATION.

PART 1: GENERAL INFORMATION

1a. Owners Identification:

Owners Name: _____
Address: _____
City/State/Zip _____ Phone Number: _____

Project Location if different than above:

Number and street address: _____
Tax Map Number: _____
Current use of the property/building: _____
Proposed use of property/building: _____

1b. Applicant is (check one or more) Owner Builder Other (specify) _____

2a. Contractor's Name _____ Phone () _____

b. Mailing Address _____

c. Wages are being paid for performance of work yes no

If yes, attach a copy of the Certificate for Worker's Compensation and Disability insurance or an exemption form WC/DB 100 or 101

3. Nature of work (check all that apply)

- a. New home e. Addition I. Alteration (bath, kitchen, furnace, electrical etc.)
- b. Demolition f. Swimming pool Cost of alteration \$ _____
- c. Garage g. Roof replacement Cost of addition \$ _____
- d. Shed h. Manufactured home j. Wood stove or fireplace only k. Deck
- l. Well

4. Sewage Disposal a. new existing b. Engineered Plans required for new systems

5. Water Supply a. New well b. Existing well c. Municipal water supply

6. a. Flood Plain site is is not with a flood plain
b. Wetland site is is not in a designated wetland

7. Heating System Electric Oil Gas Warm air Baseboard
 Heat pump Separate air conditioning
 Wood Wood with electric backup Other

8. The fee that must accompany this permit application and the provisions in the Education Law requiring drawings to bear the seal of a NYS Registered Architect or licensed Professional Engineer are both based on the proposed building size expressed in square feet. To determine square footage, use outside dimensions and include areas of habitable basements and all above grade floor levels except non-habitable attics. Do not include areas of attached or detached garages or carports.

If the area of the new residential building is greater than 1,500 square feet or if the cost of the alterations or addition exceeds \$20,000., or if the addition or alteration will have an effect on either structural or public safety, plans submitted must bear the original seal and signature of a NYS licensed Professional Engineer or Registered Architect as provided for in Section 7307 and 7209 of the New York State Education Law.

FEES FOR IMPLEMENTATION OF BUILDING CODE
(as of 5-5-09, not including electrical inspections)

No permit required - 0 to 140 sq. ft. (Storage building, no electric, no permanent foundation.)

Homes .10 cents a sq. ft (including septic system)

Additions - 1-250 sq. ft - \$25.; 251-1,000 sq. ft. - 10 cents a sq. ft.; 1001 and up, 8 cents a sq. ft.

Septic Systems - \$25. **Must be designed by a licensed professional**

Garages - Utility - Storage - 5 cents a sq. ft or \$25. minimum

New Mobile Homes - \$60. (including septic system)

Industrial and Commercial - 5 cents sq. ft.

Building Permit Renewal - -\$20.

Installing Swimming Pools - \$20.

Plan Review (no permit is requested) - 50% of permit cost

Certificate of Occupancy - No Charge

Decks – over 140 sq. ft. 5 cents per sq.ft. or \$25. min.

Chimney Fire Inspection - No Charge

Replacing Mobile Homes - \$30.

Demolition – No Charge Demolition/Burn - \$25.

Initial installation or replacement of an oil burner and/or oil tank - no charge

New chimney or solid fuel burning heating device installation - \$20.

Roof replacement - \$25.

Any non-emergency inspections requested outside of established business hours by appointment will be billed at the rate of \$15. per hour (minimum of 2 hours) in addition to permit fee.

In the event that an application for a building permit is not approved, the applicant shall be entitled to a refund of 50% of the fee paid, provided no work has commenced. If the work has commenced and application is not approved, the fee shall not be refunded.

TOWN OF STRATFORD

Fulton County
Norman Wright, Code Enforcement Officer
120 Piseco Road
Stratford, New York 13470
Phone: (315)429-8612 or (315) 891-4069
Fax: (315)429-0527

FEES FOR IMPLEMENTATION OF BUILDING CODE (as of 4/26/2016, not including electrical inspections)

No permit required – 0 to 140 sq. ft. (Storage building, no electric, no permanent foundation.)

Homes – Ten cents (\$.10) per sq. ft. (including septic system).

Additions – 1 – 250 sq. ft. - \$25.00; 251 – 1,000 sq. ft. – Ten cents (\$.10) per sq. ft.; 1001 and up - eight cents (\$.08) per sq. ft.

Septic System - \$25.00, **must be designed by a licensed professional.**

Garages – Utility – Storage – Five Cents (\$.05) per sq. ft. or \$25.00 minimum.

New Mobile Homes - \$60.00, (including septic system).

Industrial and Commercial – Five Cents (\$.05) per sq. ft.

Building Permit Renewal - \$20.00

Installing Swimming Pools - \$20.00

Plan Review (no permit is requested) – 50% of permit cost.

Certificate of Occupancy – No Charge unless engineered trusses (roof and floor) are used - \$20.00.

Decks – over 140 sq. ft. – Five cents (\$.05) per sq. ft. or \$25.00 minimum.

Chimney Fire Inspection – No Charge.

Replacing Mobile Homes - \$30.00.

Demolition – No Charge. Demolition/Burn - \$25.00.

Initial installation or replacement of an oil burner and/or oil tank – no charge.

New chimney or solid fuel burning heating device installation - \$20.00.

Roof replacement - \$25.00.

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grade floor levels except non-habitable attics. Do not include areas of attached or detached garages or carports.

If the area of the new residential building is greater than 1,500 square feet or if the cost of the alterations or addition exceeds \$20,000, or if the addition or alteration will have an effect on either structural or public safety, plans submitted must bear the original seal and signature of a NYS licensed Professional Engineer or Registered Architect as provided for in Section 7307 and 7209 of the new York State Education Law.

Any non-emergency inspections requested outside of established business hours by appointment will be billed at the rate of \$15.00 per hour (minimum of 2 hours) in addition to permit fee.

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TOWN OF STRATFORD APPLICATION FOR BUILDING PERMIT

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 Ordinances of the Town of Stratford and all other applicable codes, rules or regulations.
2. It is the owner's responsibility to contact the Code Enforcement Officer at (315) 891-4069 (leave a message) 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 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 Officer will greatly reduce this possibility.
3. **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 INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON WORK-RELATED VIOLATIONS WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTION(S).**
4. 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 this application or are on file with the Codes Officer. If the contractor believes he/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.
5. If a Certificate of Occupancy is required, the structure shall **NOT BE OCCUPIED** until said certificate has been issued.
6. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.
7. This permit does not include any privilege of encroachment in, over, under, or upon any city street or right-of-way.
8. The building permit card must be displayed so as to be visible from the street nearest to the site of the work being conducted.

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.

(Signature) _____ Date: _____

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PROJECT LOCATION AND DETAILS

Please attach a sketch or plot plan!
Samples on Attachment #1 & 2

In lieu of professionally designed and stamped plans, a blueprint or sketched plan of the work to be performed **must** be made a part of this application. The sketched plans 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).
6. **Addition** will be used as __ Family Room: __ Living Room: __ Kitchen: __ Den:
__ Bedroom: __ Bath: __ Other:
7. **Basement:** __ Full: __ Partial: __ Crawl: __ Pier: __ Slab:
8. **Garage:** __ Attached; __ Detached; __ **Utilities:** __ Electric; __ Gas: __ Other
9. **Deck/Porch:** __ Open; __ Covered; __ Enclosed; __ Screened: __ Other
10. Provide the following details as required, either on the sketch, or below:

Window Style & Sizes

Door Style & Sizes

Insulation Type and Sizes

Roof Style

Roof Pitch

Foundation Type & Size

Sill Plate Size

Sub-Floor

Floor Joist Size & Spacing

Wall Stud Size & Spacing

Ceiling Joist Size and Spacing

Roof Rafter Size and Spacing OR Trusses

*Electrical - Inspected by Underwriters.

USE THIS PAGE TO DRAW YOUR PLANS