

***TOWN OF STRATFORD***  
***COUNTY OF FUTON, STATE OF NEW YORK***  
120 Piseco Rd., PO Box 186, Stratford NY 13470

David Rackmyre Jr, Code Enforcement Officer  
Phone: (315) 360-5597; Fax: (315) 429-0527  
Email: codes@stratfordny.com

**BUILDING PERMIT FORM**

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 Code Enforcement Official (CEO). A pre-construction meeting is recommended with the CEO prior to the issuing of any building permit. Please contact the CEO at the number listed above to schedule a meeting and/or obtain application forms. Please leave a message if necessary.

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 application 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,

*Dave Rackmyre Jr.*  
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: \_\_\_\_\_

**Project Location (If different than above):**

Number and Street Address \_\_\_\_\_

Tax Map Number \_\_\_\_\_

Current Use of the Property/Building \_\_\_\_\_

Proposed Use of the Property/Building: \_\_\_\_\_

**1b. Applicant is (Check One or More) \_\_\_\_\_ Owner; \_\_\_\_\_ Builder; Other (Specify) \_\_\_\_\_**

**2a. Contractor's Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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 WCIDB 100 or 101

**3. Nature of work (check all that apply)**

a.  New Home

h.  Manufactured Home

b.  Demolition

i.  Alteration (Bath, Kitchen, Furnace, Electrical, Etc)

c.  Garage

Cost Of Alteration: \$ \_\_\_\_\_

d.  Shed

Cost Of Addition: \$ \_\_\_\_\_

e.  Addition

j.  Wood Stove or Fireplace Only

f.  Swimming Pool

k.  Deck

g.  Roof Replacement

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.**

**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.**

**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 APPLICATION FOR A BUILDING PERMIT**

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**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 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 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 DISCERNABLE 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.**
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 State/County/Town street 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 I am the lawful agent of said owner and affirm under the penalty of perjury that all statements made on this application are true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## PROJECT LOCATION AND DETAILS

Please attach a sketch or plot plan!

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.
9. Utilities: \_\_\_ Electric; \_\_\_ Gas; \_\_\_ Other: \_\_\_\_\_
10. Deck/Porch: \_\_\_ Open; \_\_\_ Covered; \_\_\_ Enclosed; \_\_\_ Screened; \_\_\_ Other: \_\_\_\_\_
11. Provide the following details as required, either on the sketch, or below:

Window Style & Sizes: \_\_\_\_\_

Door Style & Sizes: \_\_\_\_\_

Insulation Type & Sizes: \_\_\_\_\_

Roof Style: \_\_\_\_\_

Roof Pitch: \_\_\_\_\_

Foundation Type & Size: \_\_\_\_\_

Sill Plate Size: \_\_\_\_\_

Sub-Floor: \_\_\_\_\_

Floor Joist Size and Spacing: \_\_\_\_\_

Wall Stud Size & Spacing: \_\_\_\_\_

Ceiling Joist Size & Spacing: \_\_\_\_\_

Roof Rafter Size & Spacing: \_\_\_\_\_

(Or Trusses)

**USE THIS PAGE TO DRAW YOUR PLANS**

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**FEE SCHEDULE FOR IMPLEMENTATION OF BUILDING CODE**

(Effective 05/01/2022, 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 to 250 sq. ft. (\$25.00);  
251 to 1000 Ten cents (\$.10) per sq. ft.  
1001 and Up Eight cents (\$.08) per sq. ft.

Septic Systems - \$50.00 (Must be designed by a licensed professional)

Garages/Utility Storage – Five cents (\$.05) per sq. ft. or \$50.00 Minimum.

New Mobile Homes - \$75.00 (Including Septic System)

Industrial / Commercial – Five cents (\$.05) per sq. ft.

Building Permit Renewal - \$25.00

Installing Swimming Pool - \$25.00

Plan Review (No Permit Requested) – 50% permit cost

Certificate of Occupancy – No Charge unless engineered trusses (roof and floor) are used \$50.00

Decks – Over 140 sq. ft. Five cents (\$.05) per sq. ft. or \$50.00 Minimum.

Chimney Fire Inspection - \$25.00

Replacing Mobile Home - \$75.00

Demolition - \$25.00

Initial installation or replacement of an oil burner and/or oil tank - \$25.00

New chimney or solid fuel burning heating device installation - \$25.00

Roof Replacement - \$50.00

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