

TOWN OF TICONDEROGA

CODE ENFORCEMENT OFFICE

132 MONTCALM STREET, PO BOX 471,
TICONDEROGA, NY 12883

PHONE 518-585-9851
FAX 518-585-7023

BUILDING / USE / SIGN APPLICATION

To Be Completed By Code Enforcement Officer

Permit No.: _____ Issue Date: _____ Expires _____
Type Permit: _____ Amt. of Permit Received: _____
Date Fee Received: _____ Date Permit Issued: _____

Zoning/Planning Action

Planning Board:

Site Plan Review Required? _____ Approval Date: _____

Variance Required: _____ Approval Date: _____

Other Approvals Necessary

APA: _____ DEC: _____ DOH: _____ DOT: _____ FLOODPLAIN: _____

TO BE COMPLETED BY THE APPLICANT

Property Owner Last Name: _____ First: _____

Owner Address: _____

Owners Home Phone: _____ Business Phone: _____

Applicant Last Name: _____ First: _____

Applicant Address: _____

Applicant Home Phone: _____ Business Phone: _____

Site Information

Tax Map Number: _____ Lot Width: _____ Depth: _____ Size: _____

Project Location: _____

Zoning District: _____ Existing Use: _____

Proposed Use: _____ permitted? _____, if no, date referred to ZBA: _____

Estimated Cost of Construction _____

CONTRACTOR INFORMATION

Contractor Name: _____ Business Address: _____

Business Phone: _____ Type of Work to be Performed: _____

Water Supply Source: _____ Means of Sewage Disposal: _____

Heat Type: _____ Basement Type: (Full, Half, Crawl): _____

State and describe all restrictions on the use of the land proposed to be utilized including easements and covenants: _____

SIGNAGE:

Size of Sign: _____ Height above sidewalk/public thoroughfare: _____

Setback distance from the sidewalk, curb, or curblin: _____ Illuminated: _____

Other:

A. The applicant shall notify the Building Inspector of any changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued when the application has been determined to be complete and when the proposed work is determined to conform to the requirements of the Uniform code. The authority conferred by such permit may be limited by conditions.

B. A building permit may be suspended or revoked if it is determined that the work which it pertains is not proceeding in conformance with the Uniform Code or with any condition attached to such permit, or if there has been a misrepresentation or falsification of material fact in connection with the application for the permit.

C. A building permit shall expire two years from the date of issuance or upon the issuance of a certificate of occupancy (other than a temporary certificate of occupancy), whichever comes first. The permit may, upon written request, be renewed for successive one-year periods provided that (1) the permit has not been revoked or suspended at the time the application for renewal is made; (2) the relevant information in the application is up to date; and (3) the renewal fee is paid.

Certification:

1. The information submitted herein is completed and correct and that I being the applicant hereby acknowledge that the application being made is for approval of a project, building or use under the Building, Safety, and Zoning Regulations, and no work shall be initiated thereon until all requisite approvals have been achieved.

2. That the applicant acknowledges an application for any required Certificate of Compliance is hereby made concurrently with the application and upon its approval, it shall be the applicant's responsibility to notify the Building Inspector of the completion of the project for which application is being made and to obtain the requisite Certificate of Compliance, absent which such project shall be held in violation of the Uniform Building Code.

3. That the applicant acknowledges nothing contained herein, including the application and any approval hereinafter granted for a project, shall be construed as complying with or as fulfilling any requirements with respect to said application or project with the provisions of the Adirondack Park Agency Act. The Town of Ticonderoga makes no representations pertaining to the applicant's compliance with the Adirondack Park Agency Act and assumes no responsibility for any such requirements nor for any obligation for notification and coordination in connection therewith.

4. That if any labor is employed for or in conjunction with the construction of any project approved pursuant to this application, the applicant will secure and thereafter maintain appropriate workmen compensation insurance coverage insuring such laborers during the course of such construction as may be required by the Workmen Compensation Law of the State of New York, and

5. That the applicant, if other than the owner of the property on which the building or use is to be undertaken, is acting as the duly authorized representatives on behalf of said owner(s) in all matters pertaining to the application and shall be responsible therefor.

APPLICANT'S SIGNATURE: _____ DATE: _____

SUBMISSION

There shall be submitted with all applications two copies of a layout or plot plan drawn to scale showing the actual dimensions of the lot to be built upon, the exact size and location on the lot of the building an accessory buildings or signs to be erected and such other information pertinent to the proposed project.

All plans and specifications shall be in accordance with the State Education law, Section 7307 and 7209. This law requires that the seal and signature of a licensed architect or professional engineer be affixed to all plans submitted except residential buildings under 1500 square feet of living area, or to alterations costing under twenty thousand dollars.

Building Permit Requirements

1. Completed & Signed application
2. Application Fee (See Fee Schedule on Town of Ticonderoga web page)
3. Description of proposed work (Plot Plan)
4. Statement of Special Instructions (If any have been completed)
5. Construction Documents, at least 2 sets and all items below
 - * Define scope of work.
 - * Prepared by NYS Registered Architect/Engineer (Over 1500 sf).
 - * Indicate nature & scope of proposed work with clarity.
 - * Site plan showing current & Proposed structures.
 - * Contractor Insurance forms or BP-1 Affidavit of Exemption.