



VILLAGE OF HORSEHEADS  
 202 S. Main Street  
 Horseheads, NY 14845  
 607-739-5691 ext. 214

For Office Only

### APPLICATION FOR BUILDING PERMIT

FEE \_\_\_\_\_ COST OF CONSTRUCTION \_\_\_\_\_ DATE \_\_\_\_\_ PERMIT # \_\_\_\_\_

[ ] NEW BUILDING [ ] DECK/PORCH [ ] ADDITION [ ] HEATING EQUIP. [ ] REMODEL/RENOVATE  
 [ ] CHANGE OF USE [ ] POOL [ ] GARAGE/SHED [ ] SIGN [ ] OTHER \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_ TAX MAP ID# \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_  
 PROPERTY OWNER \_\_\_\_\_ PHONE # \_\_\_\_\_

MINIMUM SETBACKS IN FEET  
 FRONT \_\_\_\_\_ REAR \_\_\_\_\_ SIDE AGGREGATE \_\_\_\_\_ WITH MINIMUM OF \_\_\_\_\_ IN ANY ONE YARD  
 CORNER LOT SHALL HAVE A SETBACK OF \_\_\_\_\_ FROM EACH STREET  
 ACCESSORY BUILDING SETBACK OF \_\_\_\_\_ IN SIDE YARD \_\_\_\_\_ IN REAR YARD \_\_\_\_\_ FROM OTHER BUILDINGS

CONSTRUCTION CLASSIFICATIONS \_\_\_\_\_ # OF STORIES \_\_\_\_\_ OCCUPANCY CLASSIFICATIONS \_\_\_\_\_  
 OCCUPANCY USE PRESENTLY \_\_\_\_\_ PROPOSED USE \_\_\_\_\_  
 SQUARE FEET OF CONSTRUCTION \_\_\_\_\_ OR RECONSTRUCTION/REMODEL \_\_\_\_\_  
 WILL PROJECT DISTURB MORE THAN ONE ACRE OF LAND \_\_\_\_\_ FLOOD HAZARD ZONE? \_\_\_\_\_ ZONE \_\_\_\_\_  
 PLANS FILED \_\_\_\_\_ SKETCH \_\_\_\_\_ SITE PLAN \_\_\_\_\_ PLAN FILE # \_\_\_\_\_

**DESCRIPTION OF WORK TO BE DONE**

\_\_\_\_\_  
 \_\_\_\_\_

SPRINKLER SYSTEM PROVIDED \_\_\_\_\_ REQUIRED \_\_\_\_\_  
 CONTRACTOR \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 INSURANCE ON FILE \_\_\_\_\_ WORKMANS COMP \_\_\_\_\_ SELF EMPLOYED/WC/DB-100 ON FILE \_\_\_\_\_

**INSPECTIONS REQUIRED:**

FOOTER PRIOR TO POURING \_\_\_\_\_ FOUNDATION PRIOR TO POURING \_\_\_\_\_ PREPARATION OF CONCRETE SLAB \_\_\_\_\_  
 FRAMING \_\_\_\_\_ INSULATION \_\_\_\_\_ PLUMBING \_\_\_\_\_ HEATING APPLIANCES \_\_\_\_\_  
 FIRE RESISTANCE CONSTRUCTION AND PENETRATIONS \_\_\_\_\_ DRAIN TILE AND WATERPROOFING \_\_\_\_\_ FINAL \_\_\_\_\_

*It is your responsibility to call for inspections. Code Enforcement Office must be notified when work is complete. An electrical inspection and certification must be performed by a certified third party agency before a final inspection and Certificate of Compliance/Occupancy is issued.*

**TIME LIMITS:**

BUILDING PERMIT SHALL BECOME INVALID IF AUTHORIZED WORK IS NOT COMMENCED WITHIN 6 MONTHS FOLLOWING DATE OF ISSUE.  
 BUILDING PERMIT SHALL EXPIRE 12 MONTHS AFTER DATE OF ISSUE.

**CERTIFICATIONS:**

- I AM THE [ ] OWNER [ ] CONTRACTOR [ ] AGENT OF OWNER AND AM AUTHORIZED TO MAKE THIS APPLICATION.
- I AUTHORIZE THE CODE ENFORCEMENT OFFICER TO ENTER THE PROPERTY TO MAKE INSPECTIONS AS PRESCRIBED UNDER LOCAL AND STATE LAWS.
- I WILL NOTIFY THE CODE ENFORCEMENT OFFICER IMMEDIATELY OF ANY CHANGES DURING THE COURSE OF THE WORK.
- I WILL NOTIFY THE CODE ENFORCEMENT OFFICER WHEN INSPECTIONS ARE DUE.
- I WILL ABIDE BY THE REGULATIONS AND RESTRICTIONS AS SET FORTH BY THE VILLAGE OF HORSEHEADS AND ALL WORK SHALL BE IN COMPLIANCE WITH THE NEW YORK STATE UNIFORM FIRE PREVENTION AND BUILDING CODE.
- FURTHERMORE, I AGREE THAT THE BUILDING OR PROJECT WILL NOT BE OCCUPIED OR USED UNTIL A CERTIFICATE OF COMPLIANCE/ CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED.

SIGNED \_\_\_\_\_

APPROVED BY \_\_\_\_\_