



**Village of Addison
Code Enforcement**

Phone: (607)368-6166
Email: addisoncodes@stny.rr.com

35 Tuscarora Street
Addison, NY 14801
Fax: (607)359-2119

BUILDING PERMIT APPLICATION

This application must be completely filled out in ink or type written before submitting to the Office of Code Enforcement.

In new construction a site plan must accompany this application. The plan must show location of lot or land, in respect to streets or roadways, plus a detailed description of layout of property, on this plan which becomes a part of this application. This plan must also show all property lines and distances from those lines. All service loans must be designated. The site plan must be signed and dated.

All new structures over 1200 square feet, including residences, industrial plants, stores, restaurants, or any commercial locations must submit to this office 3 complete sets of project plans and specifications 3 weeks prior to requesting permit. These plans must be signed and dated by a New York State licensed engineer.

Any installation or alteration of electrical wiring under this permit must be inspected by a State certified electrical inspector or an approved New York State Board of Fire Underwriters approving agency. A certificate of Occupancy will not be issued until a cop of this is provided to this office.

The work covered under this application may not be commenced before issuance of this permit or approval by this office. The applicant shall notify this office of any changes in information contained in this application, during the duration that the permit is in effect. The authority conferred by this permit may be limited to some conditions. A building permit may be suspended or revoked if it is determined that the work to which it pertains is not proceeding in conformance with the New York State Building Codes, Local Laws, Local Zoning, or any of the conditions attached to this permit, plus any misrepresentation or falsification of a material fact in connection with the application, or if the permit has been issued in error.

Prior to issuance of this permit the applicant must submit certificates of workman’s compensation for all contractors working on the project. If the contractor is not required by law or you are doing the work personally, without employing any employees you must fill out the enclosed affidavit. **THIS AFFIDAVIT MUST BE NOTORIZED.**

BE IT KNOWN THAT NO STRUCTURE SHALL BE OCCUPIED OR USED FOR ANY PURPOSE UNTIL A CERTIFICATE OF OCCUPANCY OR COMPLIANCE HAS BEEN ISSUED, BY THIS OFFICE. A permit when granted does not constitute authorization to build in violation of any Local, State or Federal laws.

APPLICATION IS HEREBY MADE TO THE VILLAGE OF ADDISON OFFICE OF CODE ENFORCEMENT for the issuance of a building permit pursuant to New York State Building, Fire and Energy Codes for the construction of buildings, alterations, additions, contained herein. I have read these instructions and find them true.

APPLICANT _____ **DATE** _____

FOR OFFICE USE ONLY

Examined By _____ Date _____

Approved/Denied by _____ Date _____

Permit Fee	
Permit #	
Date Issued	