



Village of Trumansburg
Zoning and Building Code Enforcement
Ed Hetherington, Chris Hamilton

56 East Main Street
Trumansburg, NY 14886
607-387-6501

Zoning and Building Permit Application

The Process

A building permit is required for: Building, remodeling, renovation or demolition of any structure except for an accessory building (shed) less than 100 Square Feet, unless it has at least one of the following, electric, water or heat. Replacing a roof (even if only shingles are removed) requires a Permit. Replacing or new installation of electric, plumbing, heating and any supporting wall or post in the structure requires a Building Permit. (replacing a water heater does not require a Building Permit.) The installation of a Solid Fuel Burner (Wood, Gas, Corn, Pellet, or other fuel type) requires a Permit. [a residential cooking stove or residential clothes dryer replacement does not require a Building Permit] Swimming pools, Hot tubs and SPAS require a Building Permit. Decks require a Building Permit.

Mobile Home or Manufactured Home in a park or private land: Removing, demolition or installation of a new or used MH requires a Building Permit. Any work requiring the transporting, moving, installation or structural repair of a home requires a Building Permit. All of this work must be done by a New York State Certified individual. We must have proof of NYS Certification.

No Building Permit shall be issued without proof of New York State Workers Compensation or a New York State Workers Compensation Exemption Certificate. **Accord Forms are Not Acceptable.**

All applications will go thru a Zoning process then if approved, the application goes to the Building and Code Officer(s).

No construction or excavation may start prior to the issuance of the Building Permit unless verbally authorized by the Building and Code Officer(s). This is at the approval of the Building and Code Officer(s) option. A Permit shall be issued as soon as possible.

Time Frame: A period of 10 business days may be needed for the various approvals. Do not plan on starting work prior to approval. Some Zoning requirements may require a meeting

We do need information on the project you are planning. Talk to us concerning stamped plans and other requirements such as Fees and Variances if needed.

If you need help with the application process, please let us know. No work is to start before the permit is issued. It may take at least 10 business days before the permit may be issued.



Zoning and Building Permit Application

Date Submitted: _____

Name: _____

Address of WORK LOCATION: _____ **Zoning District:** _____

Special Use Permit Required?: _____ Reason: _____

City: _____ State: _____ Zip: _____ Tax Parcel #: _____

Owner's Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work: _____ Cell: _____

E-mail Address: _____

Description of all work to be done:

Dollar Value of Project: \$ _____ **(Includes materials and cost of labor as if a contractor did the work.)**

Name of **General Contractor:** _____

Contractor's Address: _____

City: _____ State: _____ Zip: _____

Contractor's Phone: _____ Cell: _____



Contractor's E-mail address: _____

List of other contractors on the job to be listed on another page. Workers Compensation information will be on List of Contractors Page.

Approximate Project Start Date _____ Finish Date: _____

List of contractors working on your project
**All insurance must list "The Village of Trumansburg" as
 "ADDITIONAL INSURED" and address location of work must be listed.**

Name: _____
 Business Name: _____
 Address: _____

Phone: Business: _____ Cell: _____
 Type of work doing: _____

Liability Insurance Carrier and Policy # form attached?: _____
Contractor must provide a certificate of insurance for Workers Compensation and NYS DBL

Name: _____
 Business Name: _____
 Address: _____

Phone: Business: _____ Cell: _____
 Type of work doing: _____

Liability Insurance Carrier and Policy # form attached?: _____
Contractor must provide a certificate of insurance for Workers Compensation and NYS DBL

Name: _____
 Business Name: _____
 Address: _____
 Phone: Business: _____ Cell: _____

Type of work doing: _____

Liability Insurance Carrier and Policy # form attached?: _____
Contractor must provide a certificate of insurance for Workers Compensation and NYS DBL



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Plot Plan

Diagram

I, Hereby Certify that the structure for which this Permit will be issued, or has been issued, will be built or has been built, according to the latest Standards of the New York State Uniform Fire Prevention and Building Code, and FURTHER, **I HEREBY CERTIFY that the required inspections will be requested and scheduled, with 48 hours notice.**

Name: _____ Date: _____



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*******This page is for Office Use ONLY*******

Permit Fees:

Building Review Fee: \$ _____

Zoning Review Fee: \$ _____

TOTAL FEE FOR PERMITS: \$ _____

Paid on: _____

Received By: _____

Field Checked: _____ By: _____

Structure Classification: Principal Accessory Other: _____

Minimum Setback Requirements:

Front: _____ ft. Side: _____ ft. Rear: _____ ft. _____ N/A

Zoning Notes:

It is hereby certified that the attached Building & Zoning Permit Application for the property located at _____, Parcel # _____ conforms with all applicable provisions of the Village of Trumansburg Zoning Ordinance.

APPROVED BY:

DATE APPROVED:

 Ed Hetherington, Zoning Officer

Date Forwarded to Code Enforcement Official for Final Review: _____

IF Zoning Approval is NOT APPLICABLE, Zoning Officer must initial here: _____

IF DENIED—Reason for denial and right of appeal will be stated in above Zoning Notes



Important Permit Application Information:

Read before signing

1. Work conducted pursuant to a building permit must be visually inspected by the Zoning and Code Enforcement Officers and must conform to the New York State Fire Prevention and Building Code, the Zoning Code of The village of Trumansburg, and all other applicable codes, rules or regulations.
2. It is the owner's or authorized agent's responsibility to contact the Code Enforcement Office at the above listed phone numbers 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 be eventually covered from visual inspection by additional work (i.e. electrical work 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 or contractor's expense.** Close coordination with the Code Enforcement Office will greatly reduce this possibility.
3. OWNER HERBY AGREES TO ALLOW the Code Enforcement Office 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 contractor's to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless a currently valid Worker's Compensation and Disability Insurance Certificates are attached to this application or are on file with the Village of Trumansburg Code office. If the contractor believes he/she is exempt from the requirements to provide Worker's Compensation and/or Disability Benefits, the contractor must complete the following form: CE200 attached hereto. **All contractors working on the job** must provide the above information. A homeowner must complete BP-1 (3/99) if involved in construction.
5. A Certificate of Occupancy or Certificate of Completion is required, the structure shall not be occupied until above 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 street, road or right-of-way.



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8. The following documents must be submitted with this application:

a) This application

b) The proper fee

c) The drawings and/or STAMPED PLANS. Stamped plans are required for any project \$20,000 or more in value OR at the request of the Code Enforcement Officer who has the final authority for this determination. If project value is \$18,000 or \$19,000 range, project cost will be closely looked at as many projects end up with higher costs or add ons at some time/place during the project.

d) A written explanation of project.

e) Must meet all Zoning requirements or may have to go before either the Planning Board or the Zoning Board of Appeals. This usually results in delay of the start of the project.

(Note Zoning is found on the Village of Trumansburg website.)

9. The building permit card must be displayed so as to be visible from the street nearest to the site of the work being conducted.

10. All work shall be performed in accordance with the construction documents submitted and accepted as part of the application. The Village of Trumansburg Code Enforcement Office shall be notified immediately in the event of changes occurring during construction.

11. I understand that this one application will be used to obtain a Zoning Permit, Building Permit, (if needed), Manufactured Home Permit, Solid Fuel burner Permit or any other permit issued by an office of the Village of Trumansburg will be a different permit form. However, certain classifications of projects may require additional applications and/or permits [Operating Permit] to be obtain and understand that I will be instructed by the Zoning Officer or Code Enforcement Official when these may be required.

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.

X

Date: _____



PERMIT FEE SCHEDULE

All checks must be made payable to "Village of Trumansburg"

A RECEIPT must be issued for all Cash.

Building Permit Fees as follows:

Floor area shall not include basement, non-inhabitable space but shall include garage or carport. Floor area based on interior dimensions of the building and all floors will be calculated.

ZONING FEE: Must add \$25.00 for each Building Permit Application unless noted below.

All Residential Districts, Mixed Use

A] One & Two Family Dwelling: New Construction

Up to 1,000 Square Feet of floor area	\$100
Over 1,000 Square feet & up to 2,000 Square Feet	\$200
Over 2,000 Square feet & up to 3,000 Square feet	\$300
Over 3,000 Square feet	\$400

Plus \$2.00 per \$1,000 of estimated cost.

Includes Decks (New or Existing)

B] Repairs, Additions or (Existing Buildings) Alterations

[Alteration 1, Alteration 2 or Alteration 3]

Minimum of \$25.00 plus \$2.00 per \$1,000 of estimated cost.

C] Swim pools above ground or in-ground pools or Hot Tubs: \$50.00 (Includes Zoning Fee & Fencing if needed.)

All Residential, Mixed USE, Multiple Housing [3 units or more]

A] New Construction

Minimum \$25.00 plus \$2.00 per \$1,000 of estimated cost.

B] Repairs, Additions or Alterations

Minimum of \$50.00 plus \$2.00 per \$1,000 of estimated cost.

Accessory Buildings for Residential, Mixed USE Occupancy

Minimum \$20.00 plus \$2.00 per \$1,000 of estimated cost.

Downtown Commercial Property, Mixed use if commercial

A] New Construction Business or Mercantile [C1 or C2]

Minimum \$200 plus \$.06 per square foot of floor space.

B] New Construction Industrial or Storage [C3 or C4]

Minimum \$200 plus \$.06 per square foot floor area based on 14' ceiling height.
Additional \$.12 per cubic foot calculated on volume in excess of 14' ceiling.

C] Repairs, Additions or Alterations (Includes pools)

Minimum \$100 plus \$2.00 per \$1,000 of estimated cost.

Occupancy Change—Minimum \$25 plus \$2.00 per \$1,000 of estimated cost.



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Demolition—Minimum \$25 plus \$2.00 per \$1,000 of estimated cost.

Heating Devices (Wood, Pellet, Corn, Gas, Coal, LP and other fuel), Boilers and Furnances. Permit not needed for replacement of a water heater, cooking stoves or clothes dryer.

\$30.00 application fee. (Code Officer must inspect Appliance & Chimney)

Renewal of Permits-- 50% of the original fee. Must be renewed before current permit expires. (Will allow a 10 business days grace period.) This includes Residential and Commercial Permits.

Renewal of LASPED Building Permits: will Require New Application and New Permit Fee.

Buildings of mixed occupancy: Fee is calculated as the sum of the two occupancy fees calculated separately.

Village owned Property: No Fee. **Permit must be obtained** for record keeping purposes.

Operating Permits: Must pass Fire safety Inspection, and the cost to receive permit is \$35.00.

Fire Safety Inspections for Places of Assembly (Churches): \$25.00

Other places of Assembly and building classifications as required: \$35 for Fire Safety Inspection which may result in an inspection for a Operating Permit: Inspection Includes: Restaurants, Night Clubs, Bed & Breakfast (Rooming Houses included) Apartment houses, Fraternal Organizations and Clubs and Golf Course Buildings.

Annual Manufactured Home Park Application Fee: *This is an Annual Fee.*

<u>Number of Units</u>	<u>Operating Permit Fee</u>
1 – 4	\$25.00
5 – 9	\$50.00
10 – 24	\$100.00
25 – 49	\$200.00
50 – 100	\$400.00
Over 100	Number of Units times (X) \$4.00

Building Permits for Manufactured (Mobile) Home Park Units:

A building Permit shall be required for each manufactured (or Mobile) home and/or each structure to be sited or constructed.

Manufactured Home Park Supplemental Application Fee: (For adding additional lots to the park) See above schedule for appropriate fee.



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COMMENTS: _____
