



Town of Van Buren  
 7575 Van Buren Road  
 Baldwinsville, NY 13027  
 Ph 635-3604 Fax 635-8247  
 Email: codes@townofvanburen.com



National Fire  
 Protection Association  
 The authority on fire, electrical, and building safety

Receipt No. \_\_\_\_\_

Permit No. \_\_\_\_\_

**TOWN OF VAN BUREN**

**APPLICATION FOR BUILDING/OPERATIONAL  
 PERMIT**

Date \_\_\_\_\_

**INSTRUCTIONS**

Applicants are required to fill out all sections of this application and submit along with the required documentation (see back of this booklet) and the required fee to the Town of Van Buren Codes Department.

Upon approval of this application, the Codes Enforcement Officer will issue a Building or Operational Permit to the applicant. Such permit shall be posted on the premises facing the road or street front, throughout the construction phases.

No building or swimming pool shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy has been issued by the Codes Enforcement Officer.

Building permits shall expire one year after date of issuance, unless construction has commenced and is continuing.

<b>FOR TOWN USE ONLY</b>			
Date submitted _____	Date examined _____	Date completed _____	Approval date _____
Occupancy type _____	Zoning _____	Application fee _____	Approved _____ Denied _____
Method of payment _____	Tax Map ID# _____		
Flood Plain/Zone _____	Flood Plain Permit # _____		
Codes Enforcement Officer _____			

**APPLICATION IS HEREBY MADE to the Codes Enforcement Officer for the issuance of a Building Permit pursuant to all applicable codes, ordinances and laws regulating and governing erection, construction, enlargement, addition, alteration, repair, replacement, improvement, removal, demolition, conversion, or change in occupancy of any building or structure within the Town of Van Buren at the following location:**

Address: Work Site: \_\_\_\_\_ Site Phone \_\_\_\_\_

Owner: Name: \_\_\_\_\_ Owner Phone \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Applicant (if not owner of property)**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Architect or Engineer (where applicable)**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Contractor or General Contractor (where applicable). If owner is doing all work under this permit, so state.**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**\*The contractor listed below must submit proof of insurance, Workers Compensation and Disability as required by NYS Law. Insurance certificates must name the Town of Van Buren as additionally insured as the Certificate Holder and listed on proper insurance forms. NO ACCORD FORMS WILL BE ACCEPTED.**

**Homeowners conducting their own work will need the Homeowners affidavit of exception form #BP-1.**

Applicant is: Owner of property \_\_\_\_\_ Lessee/renter \_\_\_\_\_ Attorney \_\_\_\_\_  
Architect/engineer \_\_\_\_\_ Contractor \_\_\_\_\_ Relative \_\_\_\_\_

Nature of work: New \_\_\_\_\_ Addition \_\_\_\_\_ Alteration \_\_\_\_\_ Repair \_\_\_\_\_  
Demo \_\_\_\_\_ Plumbing \_\_\_\_\_ Electrical \_\_\_\_\_  
Signage \_\_\_\_\_ Other \_\_\_\_\_

Description of work: \_\_\_\_\_  
\_\_\_\_\_

Size: \_\_\_\_\_ Sq/Ft \_\_\_\_\_

Electrical Application # \_\_\_\_\_

Plumbing Permit Application # \_\_\_\_\_

Obtain Electrical Permit from one of the approved Inspection agencies on the List of Inspectors.

Plumbing Permits are required for any project where new plumbing is being installed.

\*Estimated Value of all work, materials and labor of the proposed work: \$ \_\_\_\_\_

\* \_\_\_\_\_  
Signature of Applicant

APPLICATION IS TO BE NOTARIZED IF APPLICANT IS OTHER THAN PROPERTY OWNER

**DOUBLE FEE FOR BUILDING PERMIT AFTER CONSTRUCTION COMMENCED**

## DOCUMENTATION REQUIREMENTS FOR OBTAINING BUILDING PERMITS

### NEW HOMES AND ADDITIONS

- Survey of property showing proposed construction
- Two sets of building plans/prints. If project is over 1500 sq/ft or \$20,000, the plans must be stamped and signed by a licensed professional.
- Electrical permit (from the approve list of Inspection Agencies)
- Plumbing permit from Onondaga County Health Department.
- Septic system approval from Onondaga County Health Department.
- Water meter receipt from water department (OCWA)
- Driveway permit (State, County or Town)

### FENCES

- Survey of property showing fence location, size, type, height

### SHEDS AND GARAGES (over 144 sq/ft)

- Survey showing location of structure
- Building plans or prints showing construction or brochure from place of purchase.
- Electrical permit.

### SWIMMING POOLS/HOT TUBS/SPA

- Survey showing location of pool/tub or spa.
- Electrical permit (from the approve list of inspection agencies)
- specs indicating type of pool, enclosure height and type of enclosure surrounding pool.

### FIREPLACES/WOOD STOVES (SOLID FUEL APPLIANCES)

- Copy of manufactures installation instructions.
- Instructions/plans for type of chimney and location.
- Electrical application (if applicable)

### DECKS/PORCHES

- Survey of property showing location of deck/porch.
- Plans showing construction, including foundation, roof and stairs/railings.

All applications for Building/Operational Permits shall be completed and turned into the Codes Officer with the appropriate fee.