



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



Permit No. _____

TOWN OF VAN BUREN

APPLICATION FOR BUILDING OR
 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 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.

FOR TOWN USE ONLY

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/Zone 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 _____ Pool _____

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

Sworn to me this _____ day of _____, 20 _____

Notary Public, _____ County

Town of Van Buren Building Permit Fees 2020

(non-refundable)

Please round to the nearest one dollar amount.



Building Permits:

Residential Structures including manufactured homes	\$	25.00	
plus per sq/ft	\$	0.25	
plus foundation (see foundation)			
Building ID placard	\$	20.00	
Commercial Structures	\$	25.00	
plus per thousand of construction cost	\$	10.00	
minimum fee	\$	100.00	
maximum fee	\$	40,000.00	
Building ID placard	\$	25.00	
Detached Garage/ Pole barns	\$	25.00	
plus per sq/ft	\$	0.15	
plus foundation (see foundation)			
Open decks	\$	25.00	
plus per sq/ft	\$	0.10	
Covered decks/ porches	\$	25.00	
plus per sq/ft	\$	0.10	
Solid fuel appliances/ fireplaces/ gas heaters/ standby generators	\$	75.00	
In-Ground swimming pool and fence	\$	100.00	
Above Ground swimming pool	\$	50.00	
Shed 144 sq/ft or more	\$	25.00	
Plus per sq/ft		\$0.25	
Site Development Permit	\$	50.00	
Foundation: Masonry basement/ crawl space/ slab on grade	\$	25.00	
plus per sq/ft	\$	0.10	
Fence	\$	40.00	
Sign	\$	25.00	
plus per sq/ft	\$	1.50	
Mobile home	\$	50.00	
Demolition Permit			\$100
Storage Trailers (TEMP) - Non Residential per trailer	\$	100.00	
Solar PV System	\$	150.00	

Operational Permits (Haz-mat, Flammable Compressed gases, ect.)		
Residential Use	\$	50.00
Industrial/ Business Use	\$	200.00
Outdoor Fireworks Displays	\$	500.00
Remodeling, Change of Occupancy, Conversion	\$	25.00
plus residential per sq/ft	\$	0.10
plus commercial per sq/ft	\$	0.15
Fee to Recind Stop Work Order		
Residential	\$	100.00
Commercial	\$	200.00
Plan review - no permit issued		50% of fee
Flood Plain Development Permit	\$	200.00

Double fee for building permit after construction commenced

Extension of Permit \$25.00

Fire Inspections Residential- \$20/per building
Commercial- \$35/per building

Certificates of Occupancy

Residential - Building Permit in effect		\$0
Commercial - First inspection		\$0
Second Inspection and each additional	\$	50.00

Filing Fees - All non-refundable

Residential Area Variance	\$	100.00
Use Variance	\$	225.00
Commercial Variance (use or area)	\$	300.00
Special Use Permits	\$	175.00
Zone Changes	\$	300.00
Site Plan/Project Plan Review	\$	250.00
Subdivisions		
	2-4 lots	\$ 125.00
	5-30 lots	\$ 275.00
	31 + lots	\$ 375.00
Code Interpretation	\$	25.00
Zoning Compliance Letter	\$	25.00

DOCUMENTATION REQUIREMENTS FOR OBTAINING BUILDING PERMITS

NEW HOMES/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 signed and stamped by a design professional
- Electrical Permit (see list of agencies)
- Plumbing permit from Onondaga County Plumbing Control
- Septic System approval
- Water meter receipt from Onondaga County Water Authority
- Driveway Permit (state, county, town)

FENCES

- Survey showing proposed location of fence

SHEDS (over144sq/ft)/GARAGES or POLE BARNs

- Survey showing location on property
- Set of construction plans or info. from dealer if not site built
- Foundation plans for pole barns must be signed and stamped by design professional

SWIMMING POOL/HOT TUBS/SPA

- Survey showing location on property
- Electrical permit application number
- Pool, tub or spa info (size, type)

FIREPLACES/WOOD STOVES or SOLID FUEL APPLIANCES

- Copy of manufactures installation instructions
- Copy of manufactures installation details on vent/chimney

DECKS/PORCHES

- Survey of property showing location
- Building plans of construction, including foundations, roof and stairs

All applications for Operational or Building Permits shall be filled out completely and turned in to the Codes Office with all supporting documentation and fee.

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

****This form cannot be used to waive the workers' compensation rights or obligations of any party.****

Under penalty of perjury, I certify that I am the owner of the 1, 2, 3 or 4 family, owner-occupied residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- I am performing all the work for which the building permit was issued.
- I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- ◆ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a CE-200 exemption form; OR
- ◆ have the general contractor, performing the work on the 1, 2, 3 or 4 family, owner-occupied residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

(Signature of Homeowner)

(Date Signed)

(Homeowner's Name Printed)

Home Telephone Number _____

Property Address that requires the building permit:

<p>Sworn to before me this _____ day of _____, _____.</p> <p>_____ (County Clerk or Notary Public)</p>
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Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.