

**TOWN OF VAN BUREN**  
**APPLICATION FOR BUILDING -**  
**OPERATIONAL PERMIT**

Date: \_\_\_\_\_

**INSTRUCTIONS**

Applicants are required to fill out all sections of this application and submit all required documentation (see back of this booklet) along with the required fee to the Town of Van Buren Codes Department. Incomplete applications will be returned. If you have any questions regarding the application please contact the Codes Officer prior to submission of the application.

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 period. Building permits shall expire **one** year after date of issuance. If Construction is not completed prior to the Permit's expiration date, the applicant **MUST** apply for an extension prior to the expiration date. *FINAL INSPECTIONS MUST BE SET UP BEFORE END OF PERMIT.* A reminder email will be sent approximately three months prior to the expiration of the Permit if the Permit remains open.

Either the Applicant or Contractor must: 1) Notify the Codes Office of the **Electrical and Plumbing** Inspectors contracted for work under this Permit and 2) Provide ALL written inspection reports to the Codes Enforcement Officer prior to a requesting a final inspection. Failure to submit timely inspection reports will delay issuance of a Certificate of Occupancy or Compliance. Requests for **FINAL** inspections must be scheduled with the Codes Enforcement Officer at least 72 hours in advance.

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

***Failure to secure a Certificate of Occupancy/Compliance could jeopardize the owner's property insurance. It will also result in violation of the codes and may result in a court appearance.***

**FOR TOWN USE ONLY**

Date submitted \_\_\_\_\_ Date examined \_\_\_\_\_ Approval date \_\_\_\_\_

Occupancy type \_\_\_\_\_ Zoning \_\_\_\_\_ Application fee \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Paid: Y / N Permit #: \_\_\_\_\_ Tax Map ID# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Flood Plain/Zone \_\_\_\_\_ Flood Plain Permit # \_\_\_\_\_ **NEEDS**

Fire District \_\_\_\_\_

Code Officer \_\_\_\_\_

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

Address: Work Site: \_\_\_\_\_ Site Phone \_\_\_\_\_  
Tax Map Number: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_  
Home/Cell Phone Number: \_\_\_\_\_

Owner Email: \_\_\_\_\_

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

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

Applicant (if not owner of property)

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

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

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

Email: \_\_\_\_\_

Architect or Engineer of Record (where applicable)

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

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

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

Email: \_\_\_\_\_

Contractor or General Contractor (where applicable).

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

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

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

(Contractor to provide NYS required proof of Insurances including: Liability, worker's compensation and disability coverage or NYS exemption certificate.)

If *OWNER* is doing ***ALL*** work under this Permit Application, initial here: \_\_\_\_\_.  
(MAKE SURE TO HAVE BPI FORM ATTACHED)

Applicant is: Owner of property \_\_\_\_\_ Lessee/Renter \_\_\_\_\_ Attorney/Lawyer \_\_\_\_\_  
Architect/Engineer \_\_\_\_\_ Contractor/Builder \_\_\_\_\_ Relative \_\_\_\_\_

Nature of Work: New Building \_\_\_\_\_ Addition \_\_\_\_\_ Alteration \_\_\_\_\_ Repair \_\_\_\_\_  
Demo/Removal \_\_\_\_\_ HVAC \_\_\_\_\_ Plumbing \_\_\_\_\_ Electrical \_\_\_\_\_  
Signage \_\_\_\_\_ Other (fence, antenna, shed) \_\_\_\_\_

**Estimated Project Start Date:** \_\_\_\_\_ **Anticipated End Date:** \_\_\_\_\_

Describe the proposed use and nature of work checked above: \_\_\_\_\_

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\*Electrical Application # \_\_\_\_\_ Company \_\_\_\_\_ Date Issued \_\_\_\_\_

\*\*Plumbing Application # \_\_\_\_\_ Company \_\_\_\_\_ Date Issued \_\_\_\_\_

\*\*\*DIG SAFE Application # \_\_\_\_\_

- \* See list of approved Electrical Inspection Agencies
- \*\* Obtained from Onondaga County Plumbing Control
- \*\*\* Obtain dig safe number by calling 811

Estimated Value of all work (materials and labor): \$ \_\_\_\_\_

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

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

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
before me came \_\_\_\_\_.

Notary Public \_\_\_\_\_ County of \_\_\_\_\_

- \*See list of approved Electrical Inspection Agencies
- \*\* Obtained from Onondaga County Plumbing Control

**FEE IS DOUBLED IF PERMIT IS ISSUED AFTER COMMENCEMENT OF CONSTRUCTION.**

## 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)
- Manufacturer's Instructions Must Accompany Engineered Lumber
- RESCheck prebuild sheets

### 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 (from the approve list of Inspection Agencies).

### 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.
- Manufacturer's Instructions Must Accompany Engineered Lumber

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