



**Town of Van Buren  
7575 Van Buren Road  
Baldwinsville, NY 13027  
Ph 635-3604 Fax 635-8247  
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## **INSTRUCTIONS FOR A BUILDING PERMIT APPLICATION**

- A. This application must be completely filled out by computer or in blue or black ink and submitted to the Town of Van Buren Codes Office.
- B. This application must include a recent stamped survey (within the last 7 years) showing existing buildings and proposed new work.
- C. This application must be accompanied by two (2) complete sets of architectural plans and specifications. The plans must show proposed construction, including a set of specifications that shall describe the nature of the work to be performed, the materials and equipment to be used and installed, details of structural, mechanical, electrical, plumbing and fire protective systems installations. NOTE: Projects in excess of twenty thousand (\$20,000.00) must have plans and specifications submitted by a registered architect licensed to perform services in New York State. These documents must bear the licensed seal and signature of said architect. EACH SHEET/PAGE of the plans MUST bear the seal of the registered architect and signature affixed to.
- D. The work covered by this application SHALL NOT be commenced prior to issuance of the Building Permit.
- E. Upon review and approval of this application, the Codes Office will issue a Building Permit together with one set of approved plans and specifications. Such permit and the approved plans and specifications shall be kept on the project site premises and made available for inspection throughout the progress of the work.
- F. No building shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy ( CO ) shall have been granted by the Codes Office.
- G. Workers Liability and Compensation & Disability Certificate where applicable must be filed with Codes Office.
- H. All electrical work is to be inspected by a Town of Van Buren approved agency. An approved agency list may be obtained at the Codes office or on the website.
- I. All plumbing and sanitary systems are to be inspected by the Onondaga County Health Department.
- J. Payment for the Building Permit Application may be made by by cash, check, or credit card, made payable to the  
Town of Van Buren.

K. Issuance of a permit may be subject to conditions and is subject to time limitations.

L. The approved Building Permit expires twelve (12) months from the date of issuance.

M. Failure to comply with applicable construction regulations and codes will result in the withholding of the Certificate of Occupancy/Certificate of Compliance.

N. Submission of any false information or misrepresentation may be a violation of law and may result in permit revocation.