

David Burrows  
Code Enforcement  
Officer

## Town of Ticonderoga

### Office of Code Enforcement

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Rhiannon Peters  
Building Inspector

# Building/Use Permit Application

## To be Completed by the Code Enforcement Office

Date Applied: \_\_\_\_\_ Permit Type: \_\_\_\_\_ Permit #: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Expires: \_\_\_\_\_ Amt. Received: \_\_\_\_\_

## Zoning & Planning Board Action

Site Plan Review Required? \_\_\_\_\_ Approval Date: \_\_\_\_\_

Variance Required? \_\_\_\_\_ Approval Date: \_\_\_\_\_

**Other Approvals if Needed:** APA \_\_\_\_\_ DEC \_\_\_\_\_ DOH \_\_\_\_\_ Flood Plan \_\_\_\_\_

Town of Ticonderoga Water/Sewer Department \_\_\_\_\_

## To be Completed by the Applicant

Property Owners (Name): \_\_\_\_\_

Owners Address: \_\_\_\_\_

Owners Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone #: \_\_\_\_\_ Business #: \_\_\_\_\_

This is an Equal Opportunity Program. Discrimination is prohibited by Federal Law. Complaints of discrimination may be filed with USDA, Director, Office of Civil Rights, Room 326-W, Whitten Bldg., 1400 Independence Ave, SW, Washington, DC 20250-9410

## **Site Information:**

Tax Map #: \_\_\_\_\_ Lot Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Size: \_\_\_\_\_

Project Location: \_\_\_\_\_ Existing Use: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Heat Source: \_\_\_\_\_ Water Source: \_\_\_\_\_ Means of Sewage: \_\_\_\_\_

## **Contractor Information:**

Contractor Name: \_\_\_\_\_ Business Address: \_\_\_\_\_

Business Phone #: \_\_\_\_\_ Type of Work Performed: \_\_\_\_\_

Contact: \_\_\_\_\_

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

## **Important information:**

- 1.) *The applicant shall notify the Building Inspector if there are any changes in the information contained in this application during the period for which this permit is in effect. A permit will be issued once the application is determined to be complete and the proposed work is determined to conform to all requirements of the Uniform Code. The Authority conferred by such permit may be limited by conditions.*
- 2.) *A Building permit may be suspended or revoked if it is determined that the work which it pertains to is not proceeding in conformance with the Uniform Code or with any condition attached to such permit, or if there has been a misrepresentation or falsification of material fact in connection with the application for the permit.*
- 3.) *A building permit shall expire TWO Years from the date of issuance or upon the issuance of a Certificate of Occupancy or Certificate of Compliance (Other than a Temporary Certificate of Occupancy), whichever comes first. The permit may, upon written request, be renewed for successive ONE-year periods provided that (1) the permit has not been revoked or suspended at the time the application for renewal is made; (2) the relevant information in the application is up to date; and (3) the renewal fee is paid.*

## **Certification:**

- 1.) *The information submitted herein is completed and correct and that I being the applicant hereby acknowledge that the application being made is for approval of a project, building or use under the Building, Safety, and Zoning Regulations, and no work shall be initiated thereon until all requisite approvals have been achieved.*
- 2.) *That the applicant acknowledges an application for any required Certificate of Compliance is hereby made concurrently with the application and upon its approval, it shall be the applicant's responsibility to notify the Building Inspector of the completion of the project for which the application is being made and to obtain the requisite Certificate of Compliance, absent which such project shall be held in violation of the Uniform Building Code.*
- 3.) *That the applicant acknowledges nothing contained herein, including the application and any approval hereinafter granted for a project, shall be construed as complying with or as fulfilling and requirements with respect to said application or project with the provisions of the Adirondack Park Agency Act. The Town of Ticonderoga makes no representations pertaining to the applicant's compliance with the Adirondack Park Agency Act and assumes no responsibility for any such requirements or for any obligation for notification and coordination in connection therewith.*
- 4.) *That if any labor is employed for or in conjunction with the construction of any project approved pursuant to this application, the applicant will secure and thereafter maintain appropriate workmen compensation insurance coverage ensuring such laborers during such construction as may be required by the Workmen Compensation Law of the State of New York.*
- 5.) *That the applicant, if other than the owner of the property on which the building or use is to be undertaken, is acting as the duly authorized representatives on behalf of said owner(s) in all matters pertaining to the Application and shall be responsible therefor.*

## **Submission:**

→ *There shall be 2 copies of a layout plan submitted with all applications AND a plot plan drawn to scale showing the actual dimensions of the lot to be built upon, the exact size and location on the lot where the building and accessory buildings or signs are to be erected and such other information pertinent to the proposed project,*

→ *All plans and specifications shall be in accordance with the State of Education Law, Section 7307 and 7209. This law requires that the seal and signature of a licensed architect or professional engineer be affixed to ALL plans submitted **EXCEPT:***

- 1) *residential buildings under 1500 sq. ft. of living space do not require engineer's seal on plans*
- 2) *alterations costing under \$20,000 do not require engineer's seal on plans*

## **Application Check list prior to Submitting**

- \*Completed & Signed Application
- \*Application Fee (Refer to Fee schedule)
- \* Description of Proposed work (Plot Plan)
- \* Any Special Instructions if Needed
- \*Construction Documents→ 2 Sets, as well as items below
  - Define Scope of Work
  - Prepared by NYS Registered Architect/Engineer (stamped with seal and signed if over 1500 sq ft)
  - Site Plan showing current and proposed structures
  - Contractor Insurance Forms or BP-1 Affidavit of Exemption

**\*Once all items above have been submitted, it will be considered a complete application for review.**

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_