

BUILDING PERMIT APPLICATION

NUMBER _____

READ INSTRUCTIONS ON REVERSE BEFORE COMPLETING THIS APPLICATION

1. APPLICANT'S NAME _____ DAYTIME PHONE NUMBER _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

2. APPLICANT IS (CHECK ONE OR MORE)

____ PROPERTY OWNER ____ GENERAL CONTRACTOR ____ OTHER (SPECIFY) _____

3. PROVIDE PROJECT LOCATION INFORMATION FOR THE FOLLOWING:

A-COUNTY _____ D-STREET OR DIRECTIONS _____
B-CITY, TOWN, VILLAGE _____
C-TAX MAP NO. _____

4. PROVIDE NAMES, ADDRESSES AND TELEPHONE NUMBERS FOR ANY INDIVIDUALS NAMED BELOW

A-OWNER	B-ARCHITECT AND/OR ENGINEER, IF ANY	C-GENERAL CONTRACTOR BUILDER
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. CONTRACTOR INSURANCE -

WORKER'S COMPENSATIONS AND DISABILITY BENEFITS SECURED BY CONTRACTOR __YES__ __NO__ NO WAGES TO BE PAID

6. PROJECT COST ESTIMATE (SEE INSTRUCTIONS)

7. CHECK ALL BOXES THAT APPLY TO THE NAMED PROJECT:

A - NATURE OF WORK -

☐ NEW HOUSE/BLDG	☐ GARAGE/CARPORT	☐ ADDITION	☐ CHANGE OF USE
☐ MOBILE HOME	☐ STORAGE SHED	☐ ALTERATION	☐ DEMOLITION
☐ MANUFACTURED HOME	☐ SWIMMING POOL	☐ RELOCATION	

B-CONSTRUCTION CLASS -

☐ TYPE 1 FIRE RESISTIVE	☐ TYPE 3 HEAVY TIMBER	☐ TYPE 5 WOOD FRAME
☐ TYPE 2 NON COMBUSTIBLE	☐ TYPE 4 ORDINARY	☐ UNKNOWN

C-OCCUPANCY USE CLASSIFICATIONS

☐ A1 ONE FAMILY DWELLING	☐ B1 MULTIPLE DWELLING APARTMENTS	☐ C1 BUSINESS	☐ C4 STORAGE
☐ A2 TWO FAMILY DWELLING	☐ B2 MULTIPLE DWELLING HOTEL/MOTEL	☐ C2 MERCANTILE	☐ C5 ASSEMBLY
	☐ B3 MULTIPLE DWELLING SR CITIZEN	☐ C3 INDUSTRIAL	☐ C6 INSTITUTIONAL
	☐ B4 MULTIPLE DWELLING ADULT RESIDENTIAL CARE	☐ C7 MISCELLANEOUS	

8/A - IS THE SITE WITHIN FLOOD PLAN?

B - IS THE SITE IN WHOLE OR IN PART A DESIGNATED WETLAND? __YES__ __NO__

C - "X" ALL OF THE FOLLOWING THAT DESCRIBE THE PROVISIONS FOR WATER AND SEWER: __YES__ __NO__

☐ PUBLIC WATER SYSTEM	☐ NEW PRIVATE WELL	☐ PRIOR EXISTING PRIVATE WELL	☐ OTHER
☐ PUBLIC SEWER SYSTEM	☐ NEW SEPTIC SYSTEM	☐ PRIOR EXISTING SEPTIC SYSTEM	

9. WHAT WILL BE THE METHOD OF PROVIDING HEAT?

PRIMARY _____ SECONDARY _____ NONE _____

10. PLANS ARE (SEE INSTRUCTIONS)

☐ ENCLOSED/ATTACHED ☐ SHIPPED SEPARATELY ☐ NOT SUPPLIED

11. HAS ANY WORK COVERED BY THIS APPLICATION BEEN STARTED OR COMPLETED? __YES__ __NO__

*IF YES, READ INSTRUCTIONS CAREFULLY AND ATTACH A DESCRIPTION AND EXPLANATION.

APPLICANT CERTIFICATION: I hereby certify that I have read the instructions and examined this application and know the same to be true and correct. All provisions of laws and ordinances covering this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating the construction or land use or the performance of construction.

Signature of Applicant/

Authorized Agent ☒ _____

DATE _____

CONSULT INSTRUCTIONS ABOUT APPROPRIATE FEE REQUIRED PLANS AND WALLING DIRECTIONS

BUILDING PERMIT APPLICATION INSTRUCTIONS

A BUILDING PERMIT IS REQUIRED BEFORE commencing construction or other improvement, removal or demolition of Any building or structure (including auction barns, farm Residences and other such structures) except as noted below; and BEFORE the installation of heating equipment.

A BUILDING PERMIT IS NOT REQUIRED for necessary repairs which do NOT involve material alteration of structural features, plumbing, electrical or heating/ventilation systems; erecting fences, constructing non-commercial storage facilities under 140 sq. ft.; and for replacing roofing or siding materials. (Under 25%)

ITEM INSTRUCTIONS FOR THE APPLICATION: (Items not listed below are self explanatory. For further assistance, contact the office listed below.)

3C The tax map or property ID number can be obtained from the Clerk's Office or by consulting the appropriate tax map, or through your county real property tax office. A Certificate of Occupancy will not be issued without this number.

5. Worker's compensation and disability benefits are necessary if wages are to be paid to anyone working on the project.

6. Project cost includes the material and labor costs associated with project work. Not included are architect, attorney, engineer or other fees and land acquisition costs.

~~If the project involves the installation of a machine, machinery, or equipment, the cost of the machine, machinery, or equipment must be included in the project cost.~~

~~Project costs do not include the cost of the machine, machinery, or equipment.~~ Project costs do include direct costs for wells, septic systems, electrical hook-ups, foundation systems, etc.

7. If unsure of class, check off UNKNOWN or refer to Part 701, 19 NYCRR. Most new single family homes are wood frame construction.

8. Your Village Clerk may be able to help you determine if the project site is in the flood plain or is designated as a wetland. If not, contact the nearest NYS Dept. of Environmental Conservation.

9. Enter Oil Hot Air, Oil Hot Water, Electrical Baseboard, Wood, etc. as appropriate.

10. The original seal and signature of a licensed and registered architect or professional engineer must be affixed to ALL plans submitted; except residential buildings under 1,500 sq. ft. of living area. OR for alterations costing under \$10,000. Plans should include site work and landscaping, elevations, sections, dimensions and schedules.

11. Undertaking activity that requires a building permit prior to obtaining such a permit is prohibited. In considering what action, if any, to take in specific case, the Department will evaluate violations based on prior Experience with the applicant and other relevant factors.

12. It is the builder's responsibility to notify the Building Inspector when the building is ready for Inspection. (A set of Plans should be on site.)

1st Inspection – Foundation and Septic System

2nd Inspection – Shell – Electrical and Plumbing

3rd Final Inspection – When the building is complete and a request is made for a Certificate of Occupancy.

APPLICATION FEE: The appropriate application Fee is in the form of a check, money order or government agency voucher made payable to the VILLAGE OF HANCOCK is required as indicated:

Cost of Proposed Activity	Application Fee
Up to \$500	No Charge
\$501 to \$2,000	\$30
\$2,001 to \$25,000	\$30 for the first \$2,000 Plus \$5 for each additional \$1,000 (or fraction thereof) Up to and including \$25,000
\$25,001 and over	\$145 for the first \$25,000 Plus \$4 for each additional \$1,000 (Or fraction thereof)

SEND THIS COMPLETED APPLICATION TO THE OFFICE BELOW:

Pete Hathaway, Code Enforcement
Officer
85 East Front Street
Hancock, NY 13783
607-637-5341

EFFECTIVE APRIL 7, 1993, NEW YORK STATE WORKER'S COMPENSATION LAW REQUIRES THAT BEFORE A BUILDING PERMIT IS ISSUED THE APPLICANT MUST SUBMIT PROOF OF WORKER'S COMPENSATION AND DISABILITY BENEFITS OF SUBMIT A STATEMENT THAT THEY DO NOT REQUIRE THESE COVERAGES.

VILLAGE OF HANCOCK
Site Plan Review Checklist

Article VIII – Site Plan Review

Plan Requirements:

- ☐ Title of the drawing, including the name and address of the applicant and the person responsible for preparation of such drawing.
- ☐ North arrow, scale and date.
- ☐ Boundaries of the property plotted to scale.
- ☐ Existing watercourses.
- ☐ Grading and drainage plan, showing existing and proposed contours.
- ☐ Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls and fences.
- ☐ Description of the method of sewage disposal and the location design and construction materials of such facilities.
- ☐ Description of the method of securing public water and the location, design and construction materials of such facilities.
- ☐ Location of the fire and other emergency zones, including the location of fire hydrants.
- ☐ Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy.
- ☐ Location, size and design and construction materials of all proposed signs.
- ☐ Location and proposed development of all buffer areas, including existing vegetative cover.
- ☐ Location and design of outdoor lighting facilities.
- ☐ Designation of the amount of building area proposed for retail sales or similar commercial activity.
- ☐ General landscaping plan and planting schedule.
- ☐ Other elements integral to the proposed development as considered necessary by the Planning Board, including identification of any state or county permits required for the project's execution.

VILLAGE OF HANCOCK
Special Permit Checklist

Article VII - Special Permit Application Procedures:

- Application must be made to the Code Enforcement Officer to review for completeness and conformance with village codes.
- Code Enforcement Officer shall supply the Planning Board with a certified copy of the Special Permit Application 10 days prior to the regular Planning Board meeting.
- Referral to the Delaware County Planning Board shall be made if the application meets the requirements of 239-m of the NYS General Municipal Law.
- DCPB shall make a recommendation to the Village PB within 30 days of receiving application.
- A public hearing shall be scheduled within 62 days of receiving a certified application.
- Within 62 days of the public hearing the PB shall make a determination on the application.