

TOWN OF MONTOUR
135 Havana Glen Rd PO Box 579 Montour Falls, NY 14865
Phone (607) 535-9476 FAX (607) 535-8897

A PLOT PLAN MUST BE SUBMITTED WITH THIS APPLICATION

Date _____ PERMIT # _____ PERMIT FEE \$ _____ PROJECT COST _____

APPLICANT Name: _____ Phone: _____

Address: _____

LANDOWNER Name: _____ Phone: _____

Address: _____

PROJECT Located at: _____

Specifics: (check which applicable): Residential () Commercial () New Construction () Renovation, Alteration, Conversion () Structural Repair () Installation () Fence () Pool () Sign () Solid Fuel Burning Device () Addition () Porch () Carport () Deck () Driveway () Chimney ()
Other () Description _____

If application is for new construction, Schuyler County Watershed Dept. must approve sewage system. Schuyler County Watershed Dept must approve sewage system.
If your project will impact, disturb or expose one or more acres of soil (208’X208’) you are required to have a permit for storm water discharges from the site.
Contact: Jessica Verrigni – Phone: 607-796-2216 Cell: 607-483-1944

COMPLIANCE Does this project comply with all Town of Montour zoning ordinance regulations?
Yes () No ()

IF “NO” DO NOT PROCEED, A PERMIT CANNOT BE ISSUED AT THIS!

Does this project require a Site Plan Review by the Town Planning Board ? Yes () No ()

IF “YES” YOU MUST COMPLETE THE SITE PLAN REVIEW PROCESS!

CONTRACTOR Name: _____ Phone: _____

Address: _____ Phone: _____

ARCHITECT OR Name: _____ Phone: _____

ENGINEER Address: _____ Phone: _____

Main Structure:

The main structure will be _____ square feet - dimensions _____

Construction type _____ Front yard set back _____ feet

Height _____ Right yard set back _____ feet

Number of family units _____ Left yard set back _____ feet

Lot dimensions _____ Rear yard set back _____ feet

**TOWN OF MONTOUR
APPLICATION FOR A BUILDING PERMIT**

Accessory Structure :

The Accessory structure will be _____ square feet dimensions _____

Height _____ Side yard set back _____ feet

Distance from main building _____ Rear yard set back _____ feet

General Municipal Law #125, Chapter 439 added requirements that a building permit shall not be issued unless the applicant provides either proof of Workers Compensation and Disability coverage, or documentation of exemption

Compensation Insurance Carrier form submitted _____ on file _____
Self Employed _____

Unless individually waived by the Code Enforcement Officer this application must be accompanied by the following:

- a) A set of specifications describing the nature of the work to be performed, the materials to be used and installed and, if applicable, details of structural, mechanical, electrical and plumbing installations.
- b) A plot plan showing the location of the lot and buildings on premises, relationship to adjoining premises or streets, and details of project.
- c) An affidavit by the owner (if application is not signed by the owner) stating that the proposed project and associated inspections are authorized.

By signing this form I hereby agree to abide by all zoning regulations or restrictions as set forth by the Town of Montour and that all work and materials shall be in strict conformity of the New York State Building Codes and New York State Energy Code.

THE BUILDING INSPECTOR MUST BE NOTIFIED WHEN WORK IS COMPLETED FOR HIS INSPECTION. A CERTIFICATE OF OCCUPANCY MUST BE ISSUED BEFORE PREMISES CAN BE OCCUPIED.

That the deponent is the _____ of said owner(s) and is duly authorized to perform or to have performed said work and that statements herein made are true and that the work will be performed in the manner mentioned in this application.

Applicant: _____ Date: _____

Landowner: _____ Date: _____

**TOWN OF MONTOUR
APPLICATION FOR A BUILDING PERMIT**

INSPECTOR TO BE NOTIFIED WHEN:

1. Septic system completed – BEFORE COVERING
2. Footers, Foundation wall is completed
3. Framing is up
4. Electrical, plumbing and insulation completed –BEFORE COVERING
5. Final Certificate of Occupancy

NOTE: Highway Superintendent to be notified BEFORE installing driveway. 607-535-9372

BUILDING PERMIT WILL TAKE 3-5 BUSINESS DAYS BEFORE BEING ISSUED

Building Inspector: _____

Date approved: _____