



**TOWN OF VAN ETTEN**  
6 Gee St, PO Box 177 • Van Etten, NY 14889  
Phone: (607) 589-4435 ext. 5

## Code Enforcement

# Building Permit Application

1. Project Location: \_\_\_\_\_

2. Owner Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Tax map #: \_\_\_\_\_ Zoned: \_\_\_\_\_

3. Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

NYS Workers' Compensation Insurance AND Disability Insurance required prior to issuance of permit  
[www.wcb.ny.gov](http://www.wcb.ny.gov)

4. Include a plot plan of the property:

Show any existing and proposed buildings and structures on the site, the location of any existing or proposed well or septic system, the location of the intended work, and the distances between the buildings and structures and the lot lines. Contact Code Enforcement at 607-589-4435 ext. 5 for appointment.

5. Project description.

Estimated project cost: \$ \_\_\_\_\_

\*\*Stamped architect prints are required for projects over 1,500 sq. ft.; projects under 1,500 sq. ft. require legible drawings on suitable material by homeowner/contractor.

\*\*All commercial projects are required to submit stamped architect prints.

Define the scope of the proposed work and provide drawings that define the work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Commercial use (indicate type): \_\_\_\_\_

Residential use (choose one): Home \_\_\_ Multi-Res Home \_\_\_ Garage/Pole Barn \_\_\_ Storage Shed \_\_\_

Other: \_\_\_\_\_

Number of stories: \_\_\_\_\_ Is property located in the flood plain? Yes \_\_\_ No \_\_\_

Type of Construction: \_\_\_\_\_

### CERTIFICATION

I hereby certify that I am the ( ) Owner ( ) Builder ( ) Agent of Owner and am authorized to make this application. I assert that the information provided is accurate to the best of my knowledge and the project will be completed as specified. I understand that a provision 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 provisions of any other or local law regulating construction or performance of construction. I authorize the Code Enforcement Officer, or his designee, to enter upon the property to make inspections as prescribed in applicable local and state laws. Furthermore, I understand that progress inspections shall be made as required by law.

Signed: \_\_\_\_\_

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

## Pre-built Shed

Dimensions \_\_\_\_\_ Electric Yes / No Plumbing Yes / No Heat Yes / No

Placed on \_\_\_\_\_

Installers Insurance submitted Yes / No **OR** Homeowners Insurance waiver signed Yes / No

Project cost: \_\_\_\_\_

## Heating Appliance

Type of Appliance: Boiler \_\_\_\_\_ Forced Air \_\_\_\_\_ Freestanding \_\_\_\_\_ Insert \_\_\_\_\_ Fireplace \_\_\_\_\_  
Type of Fuel Source: Oil \_\_\_\_\_ Propane \_\_\_\_\_ Nat. Gas \_\_\_\_\_ Coal \_\_\_\_\_ Wood \_\_\_\_\_ Biomass \_\_\_\_\_ Other \_\_\_\_\_  
Chimney or vent type: Masonry \_\_\_\_\_ Metal \_\_\_\_\_ Other \_\_\_\_\_

Manufacturer and number \_\_\_\_\_  
Provide manufactures specifications and location of appliance in the structure including location of vent or chimney. \_\_\_\_\_

Installers Insurance submitted Yes / No **OR** Homeowners Insurance waiver signed Yes / No

Project cost: \_\_\_\_\_

## Demolition

Demolition of \_\_\_\_\_ Location \_\_\_\_\_

Debris buried and where \_\_\_\_\_ Debris removed and where \_\_\_\_\_

Required Disconnects Obtained - Date: Tompkins Co. Health Dept. \_\_\_\_\_ Electric Co. \_\_\_\_\_

Demolisher's Insurance submitted Yes / No **OR** Homeowners Insurance waiver signed Yes / No

- Site Plan: where the demolished structure is now situated and where it is to be buried.
- **Copy of the receipts or the tipping fees** from the land fill if debris is removed from site.
- Asbestos survey of the structure to be demolished has to be submitted with this application. Single-family residence and farm building are exempt from this requirement if the owner is performing the work.
- Delineation of any DEC or Federal Wetlands, any streams or watercourses and any other water shall be noted on the site-plan submitted with this application

## Swimming Pool

Aboveground pool Yes / No In-ground pool Yes / No Pool dimensions \_\_\_\_\_

Location site \_\_\_\_\_

Installers Insurance submitted Yes / No **OR** Homeowners Insurance waiver signed Yes / No Safety handout given Yes / No

Project cost: \_\_\_\_\_

- Renters / Tenants must provide proof of owner approval for this project
- Barriers & Alarms are required. Pools with a deck need a building permit
- Inspection sheet will be mailed with permit
- A final inspection from the Town of Van Etten Code Enforcement is **Mandatory** to close out permit and allow pool use

# Building Code Required Documentation

- The site plan is drawn to a scale or survey map showing the size of the lot, location of buildings, location of improvements, and distance to property lines and other buildings.
- Building plans and/or specifications are drawn to scale. Plans shall include details on the footer, foundation, floor, wall roof construction, insulation, plumbing, windows, wiring and doors.
- Residential plans must show energy code compliance. Window and door schedules must be submitted with U values each. View free software for [energy code compliance](#).
- All new construction requiring sewer is required to contact Chemung County Health Department Septic Permit before a building permit can be issued. Contact their office at 607-737-2019
- All commercial building plans for new construction, additions, and change of occupancy must be referred to the Van Etten Town Board for site plan approval before a building permit can be issued to adhere to New York State Building Code Enforcement Laws.
- In some cases, plans must be stamped by New York State Engineer or Architect, in compliance with New York State Education Law. Changes or amendments to the stamped plans will not be accepted unless they have been reviewed by the issuing licensed professional.
- Two copies of site plans, building plans, and specifications must be submitted for review.
- Contractors must submit proof of general liability insurance and workers compensation insurance. Self-employed contractors with no subcontractors, helpers, or other workers or homeowner must submit:
  - New York State Workers Compensation Form CE-200. See link to Workers' Comp.
  - Contractors with employees, subcontractors, and others must submit a Workers Compensation Board form C105.2 or New York State Insurance Fund form U26.3.

An accord form **is not** acceptable proof of New York State Workers Compensation or disability benefits insurance coverage. Has homeowner's insurance policy that is currently in effect and covers the property for which the building permit was issued AND is not paying individuals a total of fewer than 40 hours per week. This is the total aggregate hours of all paid individuals on the job site.

Please contact Van Etten Building Code Enforcement officer at 607-589-4435 ext. 5 with any questions.