

TOWN OF TOMPKINS APPLICATION FOR BUILDING PERMIT

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Application is hereby made to:

☐ Use A structure or land located in the Town of Tompkins, NY at a cost of \$_____ for

☐ Erect ☐ Residence

☐ Repair ☐ Commercial Business

☐ Alter ☐ Industry

☐ Extend ☐ Other Use (Describe) _____

☐ Remove ☐

☐ Demolish ☐ With Accessory Building

INSTRUCTIONS

1. This application must be completely filled in and submitted to the Building Inspector above.
2. Plot plan diagram (Page 3) must be complete showing location of lot and buildings on the premises, relationship to adjoining premises, public streets or areas of giving a detailed description of layout of property.
3. The Application must be accompanied by two (2) complete sets of plans showing proposed construction and two (2) complete sets of SPECIFICATIONS. Plans and specifications shall describe the nature of the work to be performed; material and equipment to be used and installed; and details of structural, mechanical, electrical, plumbing and heating installations.
4. The work covered by this application may not be commenced before the issuance of Building Permit.
5. Upon approval of this application. The Town of Tompkins Building Inspector will issue a Building Permit to the applicant, together with an approved set of plans and specifications which shall be kept on the premises to be available for inspection throughout the progress of the work.
6. No Building shall be occupied or used in whole or in part for any purpose whatever until a Certificate of Occupancy is granted by the Town of Tompkins Building Inspector.
7. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged based on the extent of the variation from the original plans.
8. A PERMIT AND CERTIFICATE OF APPROVAL MUST BE OBTAINED FROM THE NEW YORK BOARD OF FIRE UNDERWRITERS FOR ALL ELECTRICAL WORK. THE PERMIT MUST BE OBTAINED BEFORE STARTING ANY ELECTRICAL WORK.

OFFICE USE ONLY

Application Number _____

Application Date _____

1. Address (Proposed Building Site) _____

2. Tax Map Description _____

3. Fire Number; _____

4. Owner:
Name _____

Address _____

Phone _____

GENERAL INFORMATION

5. Type of Work: (____) New (____) Alteration
6. Type of Structure: (____) Wood Frame (____) Brick (____) Concrete Block
7. Floor Area _____ Sq. Ft. 8. Height: _____ Ft.
9. Distance from Center Road: _____ Ft. 10. Road Frontage: _____ Ft.
11. Date Work to Commence: _____ 12. Estimated Date of Completion: _____
13. Lot Size: _____ Sq Ft or _____ Acres
14. Number of Parking Spaces to be Provided off Street _____

PLANS AND SPECIFICATIONS MUST ACCOMPANY THIS APPLICATION

PLOT DIAGRAM

Locate clearly and distinctly all building, whether existing or proposed, and indicate all set back dimensions from the property lines. GIVE LOT AND BLOCK NUMBERS OR DESCRIPTION according to deed, and show all easements and street names and indicate whether interior or corner lot, or supply an approved plot plan showing all the above requirements.

NOTE: To prevent any drainage problems, show elevations, grading, swales, culverts or drain pipes on or within thirty (30) feet of the property, etc.

<div style="display: flex; justify-content: space-between;"> C Rear Line ____ Ft D Side Line ____ Ft. </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>____ Ft Deep</p> <p>Side yard ____ Ft.</p> <p>←</p> <p>Frontage ____ Ft.</p> <p>A</p> </div> <div style="text-align: center;"> <p>↑</p> <p>Rear Yard ____ Ft.</p> <p>↓</p> <p>Side yard ____ Ft.</p> <p>→</p> <p>Front Set Back ____ Ft.</p> <p>↓</p> <p>Control Point</p> <p>Street Property Line (R.O.W.)</p> </div> <div style="text-align: center;"> <p>H</p> <p>Side yard ____ Ft.</p> <p>→</p> <p>B</p> </div> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <p>G</p> <div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto;"></div> <p>F</p> </div> <p style="text-align: center;">E</p>	<p style="text-align: center;">Room Counts and Dimensions</p> <p>No. of Rooms Total _____</p> <p>Living Room ____X____</p> <p>Kitchen ____X____</p> <p>Dining Room ____X____</p> <p>No. of Bedrooms _____</p> <p>Bedroom #1 ____X____</p> <p>Bedroom #2 ____X____</p> <p>Bedroom #3 ____X____</p> <p>Bedroom #4 ____X____</p> <p>No. of Full Bathrooms _____</p> <p>No. of Bathrooms _____</p> <p>Other Rooms ____X____ ____X____ ____X____ ____X____</p>
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The Main Structure will be as follows;

Construction _____ Height (Stories and feet) _____ Number of Family Units: _____ Type of Foundation: Pier ____ Slab ____ Full Foundation ____	Type of Heat: Oil ____ Gas ____ Electric ____ Wood ____ Water Supply: Well ____ Spring ____
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The Accessory building will be as follows;

Description _____ _____ Height _____	Percentage of Rear Yard Occupied _____ Set Back From Rear Lot Line _____ Set Back From Side Line _____
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Work may not be commenced before the issuance of a Building Permit. All the time of issuance of such permit a copy of the approved plans will be returned to the applicant to be kept at the works site, available for inspection throughout the progress of work.

I/We _____ applicant(s), deposes and say that to the best of my/our knowledge, the statements contained in this application, together with the plans, specifications and any other supporting materials submitted are a true and complete statement of all proposed work to be done on the described premises and that all provisions of the state building construction code and other laws, ordinances, rules and regulations of the Town of Tompkins, NY pertaining to be proposed work shall be complied with, and that the work described herein is authorized by the owner.

This _____ day of _____, 20_____

Signature of Applicant

Subject to provisions of Rules and Regulations for the Protection from Contamination of the New York City Water Supply, City of New York.

NOTE: The holder of this permit is required to familiarize themselves with the regulation under which said permit is granted. Any violations of this provisions of said regulation shall render the offender liable for the penalties proved therefore, and in addition thereto, may result in the immediate revocation of the permit. This permit is issued subject to the provisions of SECTION 57 of the WORKMAN’S COMPENSATION LAW.

BUILDING PERMIT WORK SHEET	
INSPECTION RECORD	
Sight Improvement	_____
Footing & Drainage	_____
Foundation	_____
Framing: 1 st	_____
Framing: 2 nd	_____
Septic	_____
Water	_____
Plumbing: Rough	_____
Plumbing: Final	_____
Heating	_____

PERMIT NO _____

Fee \$ _____

Nate Sramek – Town of Tompkins Building Inspector

Date